TA Triumph-Adler

FAX 940

INSTRUCTION HANDBOOK

WELCOME

Congratulations for purchasing this TA new generation communication terminal. Both a laser fax machine and a terminal with access to the Internet, your machine is the answer to all your most demanding professional needs.

This User's Manual presents the model in the range:

Equipment

- Colour scanner.
- 33.6 kbps fax and 56 kbps data modem.
- 12 ppm Black & White laser printer.

It combines power, user-friendliness and simplicity thanks to its navigator, its multitask access and its direct access directory.

Providing access to the Internet, your terminal lets you, depending on model:

- send and receive faxes to E-mails thanks to the F@x to E-mail function,
- send and receive E-mails,
- send SMS's.

We recommend that you read this Manual carefully, in order to familiarise yourself with the various features and functions of your terminal.

List of accessories[1]

The following additional accessories are proposed for the Fax Laser Pro range:

- Directory card.
- 500-page paper tray.
- PC-MF F@X™ kit.

Consumables

To refer to the last page of this user manual for the references.

1. The list of accessories for the FAX 540 / 940 range is subject to change without prior notice.

CONSUMABLES REFERENCES

Toner cartridge TNR 350:	**251 261 253**
Drum cartridge DRM 350:	**251 261 315**

CONSUMABLE CHARACTERISTICS

Toner cartridge:

The standard toner cartridge can produce up to 5,000 pages (when printing on A4 paper with a 5% max. black and white ratio) or 8,000 pages ITU No. 1 in normal mode.

The initial toner cartridge can produce up to 2,000 pages (when printing on A4 paper with a 5% max. black-and-white ratio).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation).

Drum cartridge:

The standard drum cartridge can produce up to 20,000 pages.

The initial drum cartridge that comes with the printer can produce up to 4,000 pages.

Various factors may influence the effective service life of the drum cartridge, namely the environment (temperature, humidity), the average number of pages per print operation, the type of paper used, etc.

Control panel

1. key: manual line taking, tone monitoring during fax transmission.
2. key: attachment to a typed-in mail.
3. key: scanning resolution during transmission or copy.
4. key: contrast adjustment.
5. SMS key: SMS transmission.
6. key: access to directory and quick-dial numbers.
7. key: access to the last dialled numbers, or to the last entered e-mail addresses after pressing the @ key.
8. key: broadcast transmission (fax, e-mail or SMS).
9. Numerical keypad.
10. key: fax transmission or black & white local copy.
11. @ key: Scan to e-mail (Internet fax transmission).
12. key: colour document transmission over the Internet.
13. key: stop current operation.
14. **M** key: access to the different functions (MENU).
15. **OK** key: confirm displayed selection.
16. **C** key: return to previous menu and correct data entry.
17. ▲ or ▼ keys: navigation keys.
18. Alphabetical keypad.
19. Ctrl key: access to special characters.
20. key: enter or go to next line.
21. ← key: erase character before cursor.
22. ⇧ key: Shift key.
23. key: Caps lock key.
24. F1 and F2 keys: memorise a key combination.

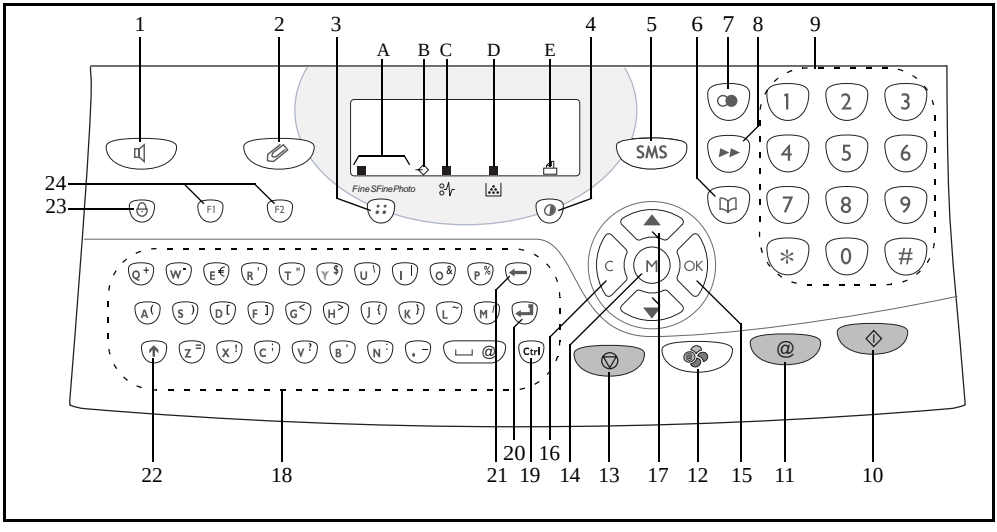
A Scanning resolution during fax transmission (Fine, SFine, Photo).

B "Line" icon:
On: communication in progress.
Blinking: communication being established.

C Printer Paper Jam indicator .

D "Toner" icon:
On: toner empty.
Blinking: toner near end, toner low.

E Fax reception icon:
* On: reception possible.
* Blinking: unprinted document(s) in memory or being received.
* Off: reception impossible.



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This unit has been designed in accordance with European standards I-CTR37 and CTR21, it is designed for connection to the Public Switched Telephone Network (PSTN). In case of any problems, first contact your Supplier.

The mark **CE** attests that the products comply with the essential requirements of Directive R&TTE 1999/5/EC.

For user safety, in accordance with Directives 73/23/EC.

For electromagnetic interference, in accordance with Directive 89/336/EC.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

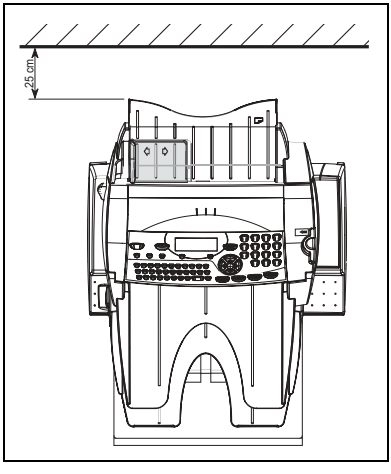
1 INSTALLATION

INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics.

- **Choose a location that is well ventilated.**
- When installing the terminal close to a wall, make sure the distance between the wall and the upper edge of the stacker is at least 25 centimetres for easier opening of the upper cover.



- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The grounded power outlet (refer to the safety instructions in the **Safety** section) you plan to connect to for power should be nearby and not obstructed.
- **Make sure that the printer is not exposed to direct sunlight.**
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- **Keep the printer away from any objects that might block its heat vents.**
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational precautions

Note the following important precautions whenever using the printer.

Operating Environment

The following describes the operating environment required when using the printer:

- Temperature:
  10°C to 35°C (50°F to 95°F) with fluctuation of 10°C (18°F) per hour.
- Humidity:
  20% to 80% (no condensation) with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the terminal.

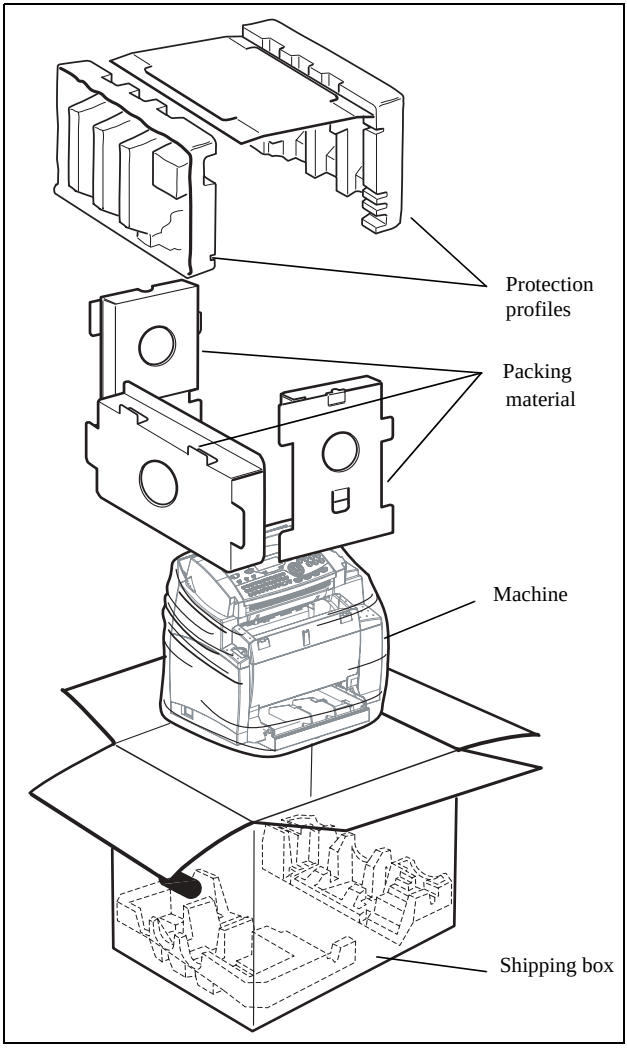
- Never turn the terminal off or open any of its covers during a print operation.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the terminal.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the terminal. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the terminal for a long time.
- Never try to remove any secured panel or cover. The terminal contains high-voltage circuit which creates the danger of electrical shock when exposed.
- Never try to modify the terminal. Doing so creates the danger of fire or electrical shock.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.
- Always make sure the terminal is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the terminal's mechanism. Any of these conditions create the danger of malfunction and fire.
- Always take care that paper clips, staples, or other small pieces of metal do not get into the terminal through its vents or other openings. Such objects create the danger of fire or electrical shock.

- Do not allow water or other liquids to spill on or near the terminal. Fire or electrical shock can occur should water or liquid come into contact with the terminal.
- Should liquid or any piece of metal accidently get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Whenever the terminal emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- **Paper for printer: do not use paper previously printed by your terminal or any other printer: the ink or toner deposited on that paper might damage the printing system of your terminal.**

Caution - Be sure to locate the terminal in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this terminal. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For a comfortable, healthy, and safe operation, be sure to locate the terminal in a well-ventilated area.

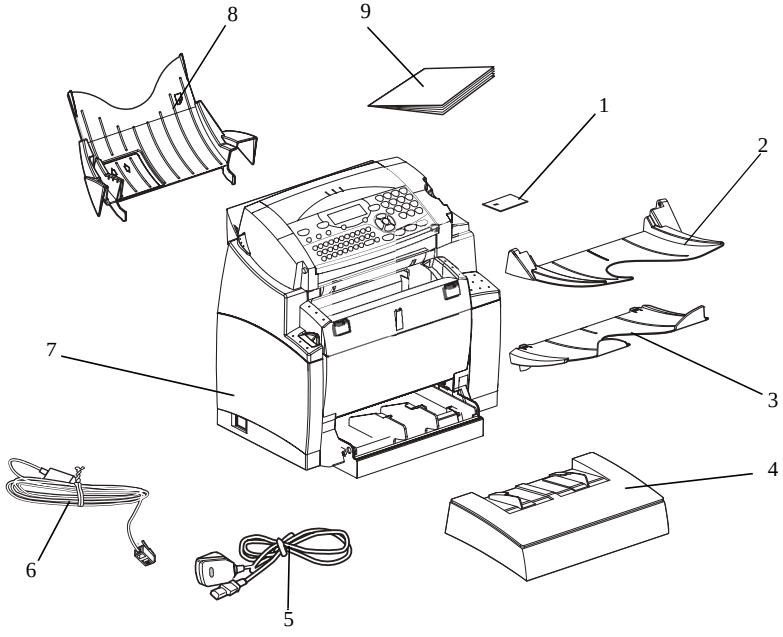
UNPACKING THE SHIPPING BOX

☞ Take the protection profiles, the packing material and the machine out of the shipping box.



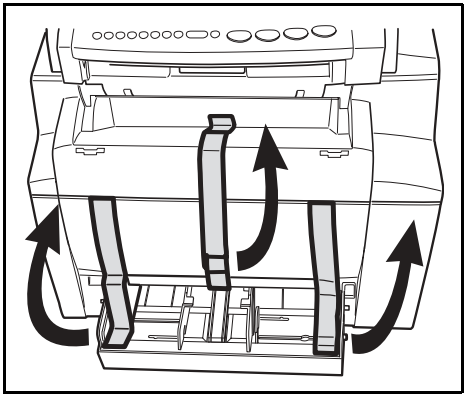
UNPACKING THE MACHINE PARTS

☞ Remove the plastic bags and check for the parts depicted below.

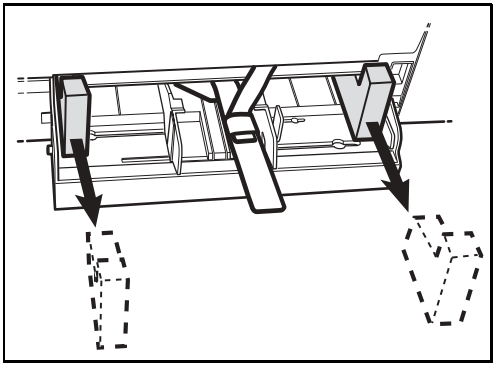


1 : Chip card (initialisation)
2 : Scanner output stacker
3 : Printer output stacker
4 : Printer paper feed tray
5 : AC power cord
6 : Telephone line cord
7 : Fax/printer terminal
8 : Document feed tray for scanning
9 : User Manual

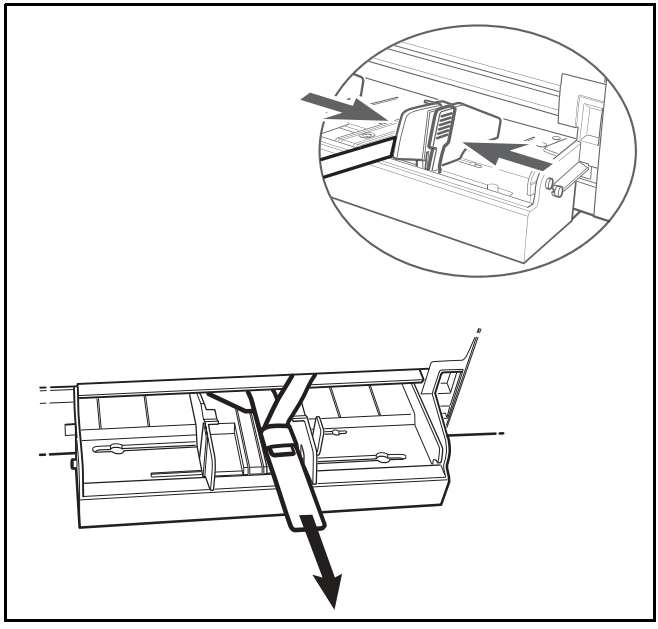
☞ Peel off the three strips of shipping tape from the front of the terminal.



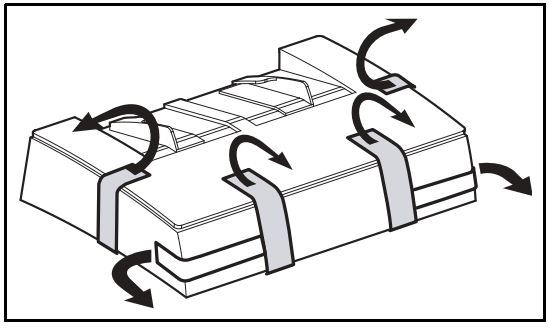
☞ Pull out the two pads from the paper feed inlet.



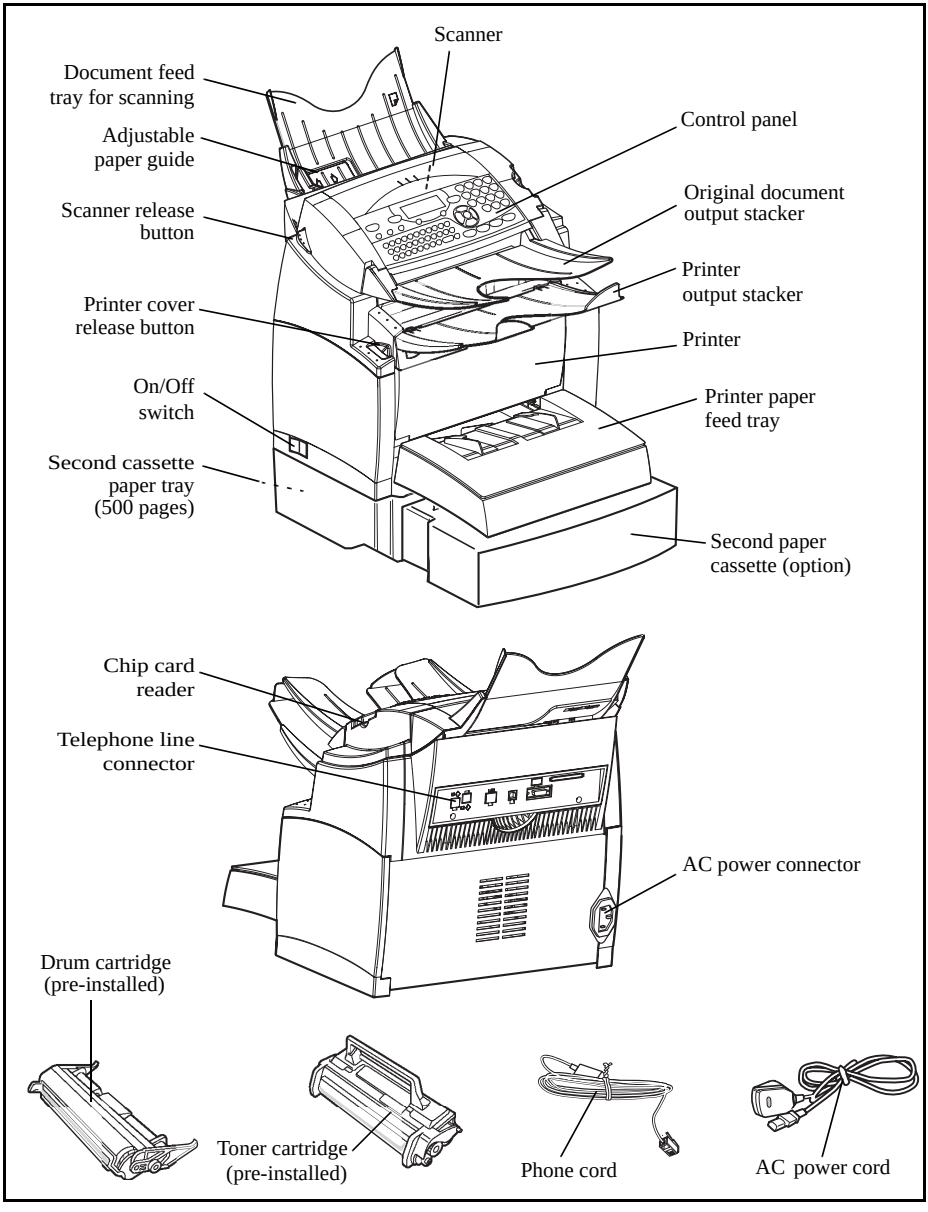
☞ Press the paper size guide on the right, in order to push both paper size guides to the left or to the right. Pull out the plastic tab and the shipping tape from the paper feed inlet.



☞ Peel off the shipping tape from the paper tray.



DESCRIPTION

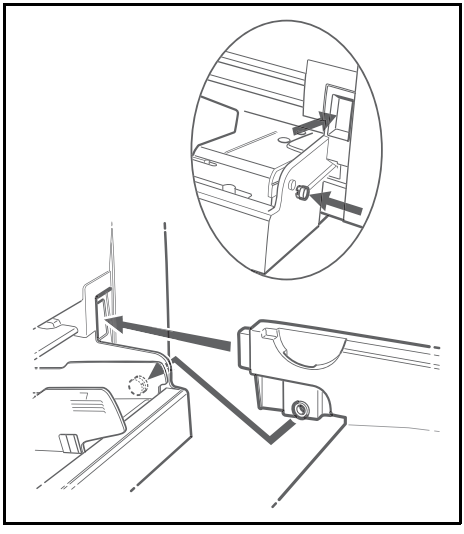


INSTALLING THE REMOVABLE PARTS

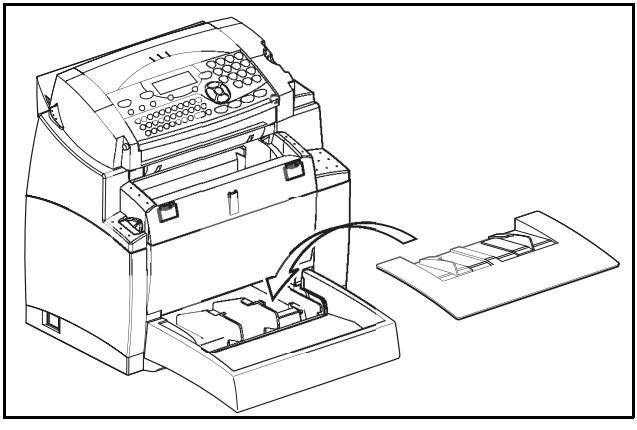
This section details the installation of the terminal's removable parts.

INSTALLING THE PRINTER PAPER TRAY

☞ Using the printer's left and right notches, gently push the tray in until it stops (as illustrated below).

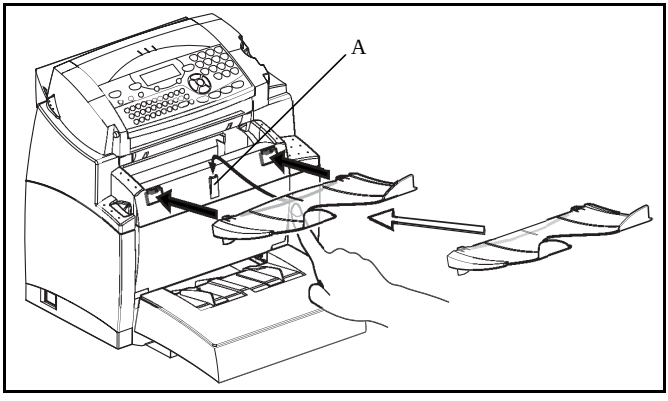


☞ Fit the tray cover.



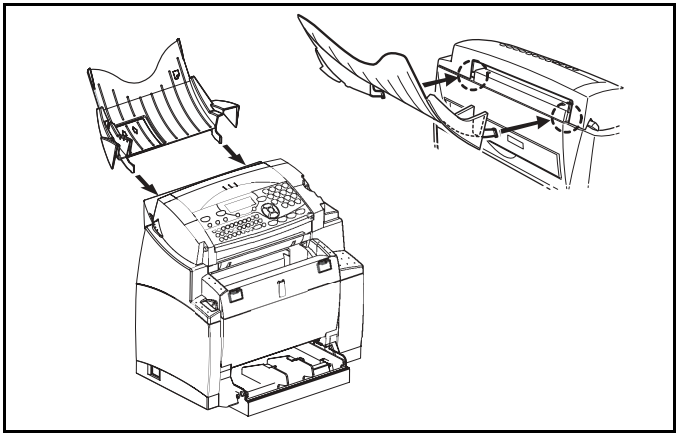
INSTALLING THE PRINTER OUTPUT STACKER

☞ With both hands, slightly bend the centre part of the stacker upwards in order to insert its clips into the notches located on the upper part of the printer. Release the stacker so that it recovers its initial shape. If necessary, push at the base and at the centre of the stacker from underneath so that is snaps into place behind notch A.



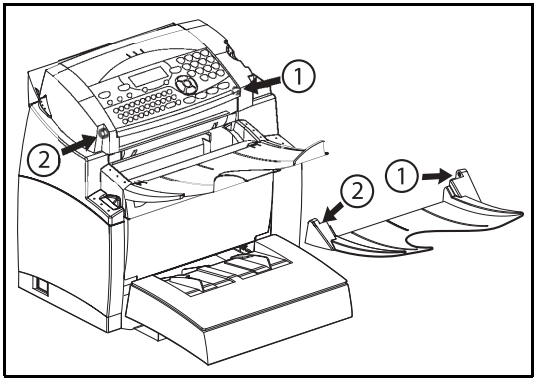
INSTALLING THE DOCUMENT FEEDER FOR SCANNING

☞ Fit the stacker by inserting its two toes into the notches provided at the rear of the terminal.



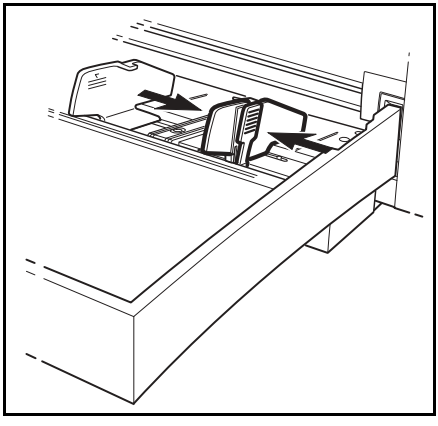
INSTALLING THE ORIGINAL DOCUMENT OUTPUT STACKER

☞ Fit the output stacker on the upper front part of the terminal by inserting its two toes into the notches provided.



LOADING PAPER

☞ Press the paper size guide on the right in order to push both paper size guides to the left or to the right.

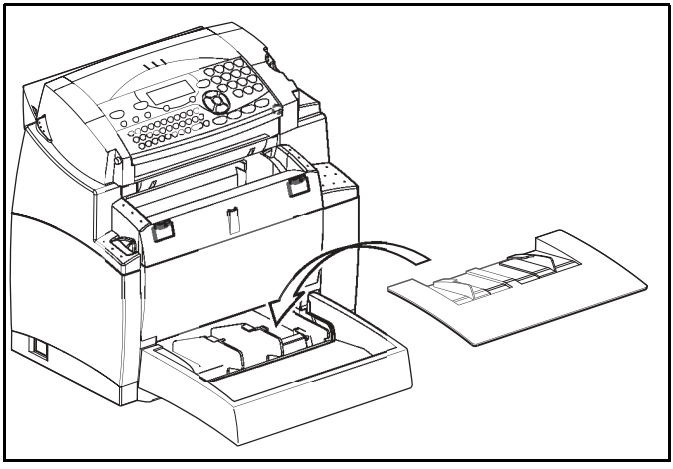


☞ Place a stack of paper into the tray. In case of letterhead paper, be sure to place the paper printed side up.

☞ Secure the stack of paper by pushing the paper size guides against the right and left edges of the stack.

Supported types of paper:	
Auto-feed cassette	60 to 90 g/m^2
Manual feed tray	60 to 160 g/m^2

☞ Fit the paper tray cover into place.



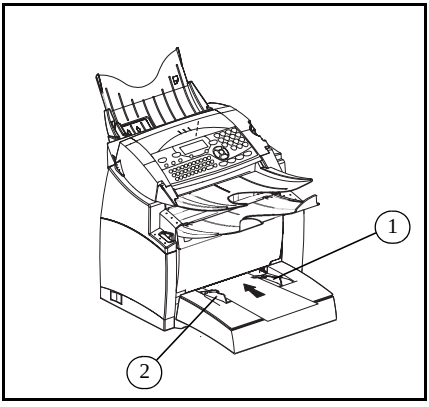
Caution **- Do not add paper in the paper tray while the machine is printing.**

LOADING PAPER MANUALLY

When printing on special paper, such as 60 to 160 g/m² max. colour paper or transparent film (laser printer compatible), you should load the paper manually, one sheet after the other. To do so:

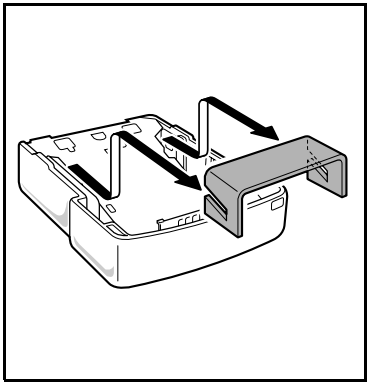
☞ Insert your sheet of paper or film between the two feed pawls 1 and 2 located on the paper tray cover until it stops in the printer.

☞ Adjust the sheet or film width as appropriate by means of feed pawls 1 or 2.

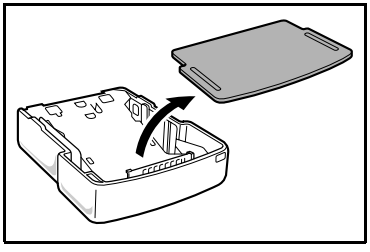


INSTALLING THE SECOND PAPER CASSETTE UNIT (OPTION)

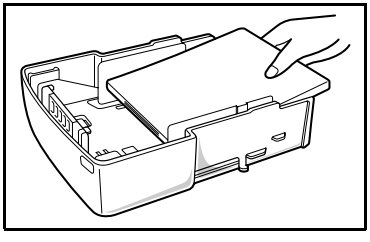
Remove the second paper cassette unit and tray 2 from their packaging, including the protective tape used to hold the various components in place.



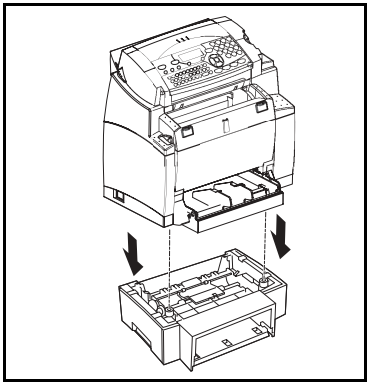
Remove the cover from tray 2.



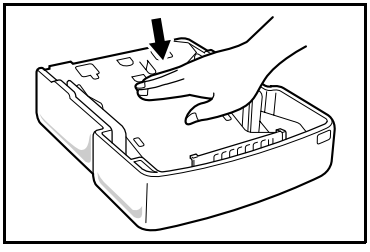
Place a stack of up to 500 sheets of paper into tray 2 so that the side that was facing up when the paper was unwrapped is still facing up.



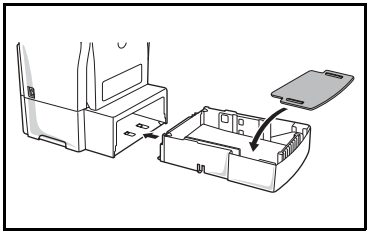
Place the printer on top of the base unit. Make sure to align the coupling pins of the base unit with the holes located underneath the printer.



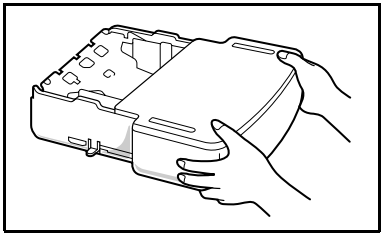
Press down on the paper lifting plate located inside of tray 2 until it locks.



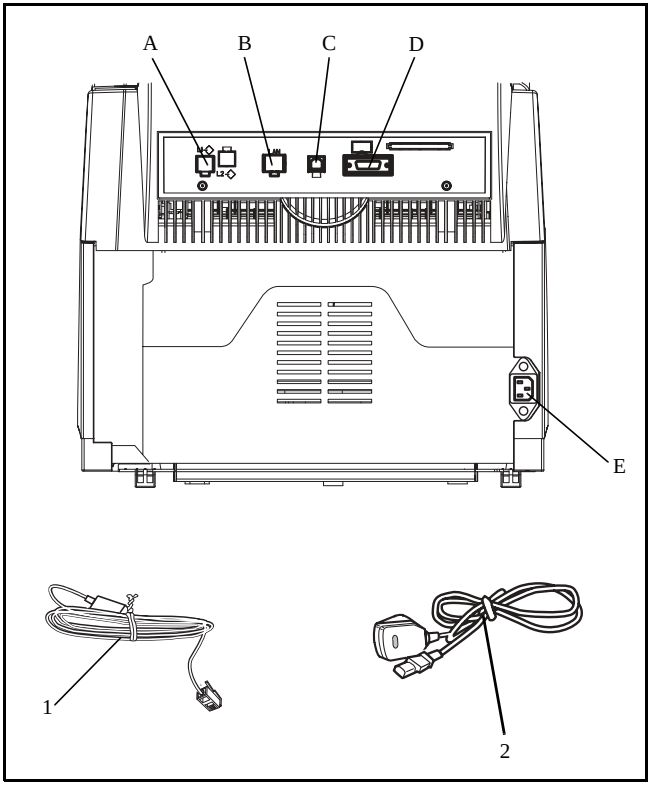
Replace the cassette cover and insert tray 2 into the second paper cassette unit.



Remark : be sure to use both hands whenever tray 2 is removed from or inserted into the second paper cassette unit.



CONNECTIONS



☞ Make sure the On/Off switch is set to 0 (Off).

Key to the diagram:

A: Telephone line connector

B: LAN connector (depending on model)

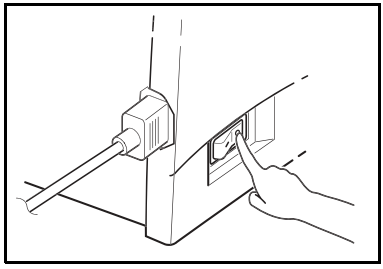
C: USB port (option)

D: Parallel port (option)

E: AC power connector (model depending on country)

1: Line cord (model depending on country)

2: AC power cord (model depending on country)



TELEPHONE AND LAN CONNECTION

☞ Plug end of the telephone line (1) into the connector on the fax machine (A), and the other end into the wall telephone socket.

☞ LAN connection (depending on model). Plug end of the LAN cord (as provided by your network administrator) into port (B) of your fax machine and the other end into your local network port dedicated to your fax machine.

POWER LINE CONNECTION AND SWITCH-ON

Caution - Refer to safety procedures in the **Safety** Chapter.

☞ Plug end of the main power cord (2) into the connector (E) on the fax machine, and the other end in the wall outlet.

☞ Set the On/Off switch to position 1 (On).

After a few seconds, when the printer has warmed up, the date and time will appear.

UPDATING THE CONSUMABLES

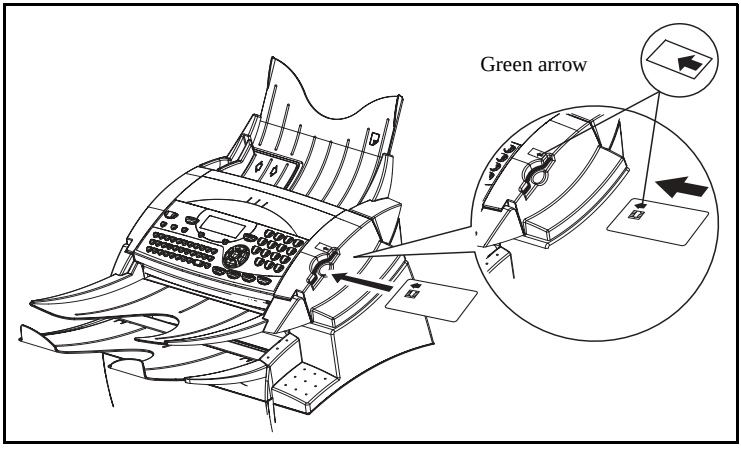
A chip card is delivered with the consumables. This card initialises the consumables system (consumption levels, fealures ...).

After every new consumable installation, the chip card has to be read by the machine.

The screen indicates:

INIT
INSERT GAUGECARD

☞ Insert the chip card (or gauge card) in the card reader as shown below:



☞ The following indications appear on the screen of the scanner unit:

INITIALISATION?
YES= OK - NO= C

Press **OK**.

☞ As soon as the reading operation is over, remove the card:

INIT. OK
REMOVE CARD

☞ The operation is over, the card can now be thrown away.

2 GETTING STARTED

NAVIGATION METHODS

PRESENTATION

The navigator gives you access to the menus visible on screen.

The navigator

This navigator has 5 keys and allows you to move within the menus available on your machine.

Moving within the menus

To	Use key	Symbol used
Enter the main menu.		M
Select the next line in a menu.		▼
Select the previous line in a menu.		▲
Confirm entry and go to the following menu.		OK
Return to the previous menu.		C
Confirm and exit from the current menu.		⏎
Exit without confirming from the current menu.		⏎

Moving within a data entry field

To	Use key	Symbol used
Move to the right.		▼
Move to the left.		▲

To	Use key	Symbol used
Confirm your entry		OK
Delete a character by moving the cursor to the left.		C
Confirm your entry and return to the initial screen.		

The display screen

The screen has two lines of 16 characters.
The cursor ▶ shows the line you selected.

```
1 ▶ DIRECTORY
2   SETUP
```

For menus with more than two choices, use the arrows ▲ or ▼ of the navigator to obtain the next (hidden) lines of the menu (3,4, etc.).

ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.

- **Menu-driven access.**
- **Direct function access.**

Menu-driven access

You may print the functions list to know the number of a function.

☞ Press the M key, the functions menu appears.

```
1 ▶ DIRECTORY
2   SETUP
```

☞ Use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required function.

```
4   SMS SERVICE
5 ▶ PRINT
```

☞ Validate your choice by pressing **OK**.

☞ When in the selected menu, use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required sub-function.

51▶	**FUNCTIONS LIST**
52	**LOGS**

☞ Validate your choice by pressing **OK**.

Direct access by number

You may print the functions list (M **51 OK**) to know the number of a function.

From the stand-by mode:

☞ Press the M key, enter the number of the required function and validate your choice by pressing **OK**.

FUNCTIONS LIST

MAIN MENU 1: *DIRECTORY*

Functions	Function description	Page
M 11 OK - ADD NAME	Enter a name in the directory	p. 4-2
M 12 OK - ADD LIST	Enter a relay broadcast list	p. 4-3
M 13 OK - MODIFY	Modify a record or a list	p. 4-4
M 14 OK - CANCEL	Delete a record or a list	p. 4-5
M 15 OK - PRINT	Print the directory	p. 4-5
M 16 OK - SAVE/LOAD	Store the directory on a chip card	
161 OK *SAVE*	Save the directory to a chip card	p. 4-1
162 OK *LOAD*	Load the directory from a chip card	p. 4-1
M 17 OK - IMPORT	Enable directory importation by e-mail	p. 4-7
M 18 OK - EXPORT	Export the directory by e-mail	p. 4-7

MAIN MENU 2: *SETUP*

Functions	Function description	Page
M 21 OK - DATE/TIME	Enter the date and the time	p. 3-1
M 22 OK - NUMBER / NAME	Enter your name and your number	p. 3-1
M 23 OK - SEND	Transmission settings	
231 OK *SEND REPORT*	Choose to print the communication report (see **M 381 OK**)	p. 3-3
232 OK *MEMORY SEND*	Send from feeder or memory	p. 3-3
233 OK *ECO PER.*	Set the economy period (see **M 32 OK**)	p. 3-4
M 24 OK - RECEPTION	Reception settings	
241 OK *REC. PAPER*	Accept reception without paper	p. 3-5
242 OK *NBR OF COPIE*	Number of copies of received documents	p. 3-5

MAIN MENU 2: *SETUP*

Functions	Function description	Page
243 OK *PC RECEPT.*	Choice for PC reception	p. 3-6
M 25 OK - TEL. NETWORK	Telephone network settings	
251 OK *NETWORK TYPE*	Select the type of network	p. 3-2
252 OK *PREFIX*	Activate the dialling prefix	p. 3-3
M 26 OK - LOCAL NETWORK	LAN settings (depending on model)	
261 OK *CONFIGURATIO*	Select the configuration mode	p. 3-9
262 OK *IP ADDRESS*	IP address of the terminal	p. 3-10
263 OK *SUBNET MASK*	Sub-network mask	p. 3-10
264 OK *GATEWAY*	Gateway address	p. 3-10
265 OK *IEEE ADDRESS*	IEEE address of the terminal (consultation only)	p. 3-10
266 OK *NETBIOS 1 NAME*	NetBIOS name 1	p. 3-10
267 OK *NETBIOS 2 NAME*	NetBIOS name 2	p. 3-10
M 29 OK - TECHNICALS	Technical parameters	p. 3-6
M 20 OK - GEOGRAPHICAL	Geographical settings	p. 3-2
201 OK *COUNTRY*	The country you select will set the corresponding network, language and keyboard	p. 3-2
202 OK *NETWORK*	Set the network individually	p. 3-2
203 OK *LANGUAGE*	Set the language individually	p. 3-2

MAIN MENU 3: *FAX*

Functions	Function description	Page
M 31 OK - TRANSMISSION	Single- and multiple-address transmission	p. 5-4
M 32 OK - ECO TRANS.	Send a document during the economy period	p. 3-4
M 33 OK - POLLING RX	Polling request	p. 5-15
M 34 OK - POLLING TX	Deposit a document	p. 5-15
M 35 OK - MBX SENDING	Send to a mailbox	p. 5-19
M 36 OK - MBX POLLING	Poll a mailbox	p. 5-20
M 37 OK - BROADCAST	Broadcast transmission	p. 3-5
M 38 OK - FAX ANSW.	Control of fax answering machine	p. 3-4

MAIN MENU 4: *SMS SERVICE*

Functions	Function description	Page
M 41 OK - SENDER	Display sender ID or not	p. 3-17
M 42 OK - INIT. SMS	Technical settings specific to the SMS function	p. 3-17
M 43 OK - SMS TYPE	Select SMS type	
431 OK *SMS IP*	Select the choice SMS IP	p. 3-17
432 OK *OPERATOR SMS*	Select the choice operator SMS	p. 3-17

MAIN MENU 5: *PRINT*

Functions	Function description	Page
M 51 OK - FUNCTIONS LIS	Print the functions list	p. 5-13
M 52 OK - LOGS	Print the communication logs	p. 5-13
M 53 OK - DIRECTORY	Print the directory	p. 4-5

MAIN MENU 5: *PRINT*

Functions	Function description	Page
M 54 OK - SETUP	Print the settings list	p. 5-13
M 55 OK - COMMANDS	Print the commands list (see **M 65 OK**)	p. 5-8
M 56 OK - LISTE MBX	Print the MBX list (see **M 75 OK**)	p. 5-19

MAIN MENU 6: *COMMANDS*

Functions	Function description	Page
M 61 OK - PERFORM	Execute a pending command	p. 5-8
M 62 OK - MODIFY	Modify a pending command	p. 5-7
M 63 OK - CANCEL	Cancel a pending command	p. 5-8
M 64 OK - PRINT	Print a pending document	p. 5-8
M 65 OK - PRINT LIST	Print the commands list	p. 5-8

MAIN MENU 7: *MAILBOXES*

Functions	Function description	Page
M 71 OK - CREATE MBX	Create and modify a MBX	p. 5-18
M 72 OK - DEPOSIT MBX	Deposit a document into a MBX	p. 5-19
M 73 OK - PRINT MBX	Print the contents of a MBX	p. 5-19
M 74 OK - DELETE MBX	Delete an empty MBX	p. 5-19
M 75 OK - PRT MBX LIST	Print the MBX list	p. 5-19

MAIN MENU 8: *ADVANCED FCT*

Functions	Function description	Page
M 80 OK - CALIBRATION	Scanner calibration	p. 6-15
M 81 OK - LOCK	Activate an access limitation lock	p. 5-15
811 OK *LOCKING CODE*	Locking code	p. 5-16
812 OK *LOCK KEYBD*	Activate keyboard lock	p. 5-16
813 OK *LOCK NUMBER*	Activate dialling lock	p. 5-16
814 OK *LOCK PARAMET*	Activate Internet settings lock	p. 5-17
815 OK *LOCK SMS*	Activate SMS lock	p. 5-16
M 82 OK - COUNTERS	See the activity counters	p. 5-14
821 OK *PRINTED PG*	Printed pages counter	p. 5-14
822 OK *LOCAL COPIES*	Local copies counter	p. 5-14
823 OK *SENT PAGES*	Sent pages counter	p. 5-14
824 OK *RECEIVED PG*	Received pages counter	p. 5-14
M 84 OK - SCAN. & PRINT	Scanner and printer settings	p. 5-10
841 OK *SCANNER*	Scanner settings	
842 OK *PRINTER*	Printer settings	
M 85 OK - CONSUMABLES	Status of consumables	p. 6-2

MAIN MENU 9: *INTERNET*

Functions		Function description	Page
M 91 OK	- SUPPLIER	Choose the service provider (ISP)	p. 3-11
M 92 OK	- INIT PROVIDER	Initialisation of your Provider[A]	
921 OK	*CONNECTION*	ISP parameters	p. 3-11
9211 OK	*CALL NUMB.*	ISP call number	
9222 OK	*IDENTIFIER*	ISP identifier	
9223 OK	*PASSWORD*	ISP password	
922 OK	*MESS. SERV*	Message service parameters	p. 3-11
9221 OK	*IDENTIFIER*	Message service identifier	p. 3-11
9222 OK	*PASSWORD*	Message service password	p. 3-11
9223 OK	*E-MAIL ADR*	Message service e-mail address	
923 OK	*SERVERS*	SMTP, POP3 and DNS parameters	p. 3-11
9231 OK	*SMTP*	SMTP server	
9232 OK	*POP3*	POP3 server	
9233 OK	*DNS 1*	Primary DNS	
9234 OK	*DNS 2*	Secondary DNS	
M 93 OK	- IMMED ACCES	Immediate access to ISP[A]	p. 3-16
M 94 OK	- SETTINGS	Internet settings[A]	
941 OK	*CONNEC. TYPE*	Select connection type	p. 3-13
942 OK	*SEND TYPE*	Select transmission type	p. 3-14
943 OK	*PERIOD*	Select the period of connection	p. 3-13
944 OK	*DEPOSIT NOTI*	Select to print a deposit notice	p. 3-3
945 OK	*PRINT*	Print Internet settings	p. 3-14
M 95 OK	- E-MAIL	Send an e-mail[A]	p. 5-6
M 96 OK	- SORT MESSAGES	Select the reception type[A]	p. 3-14

A. These menus will appear only with valid ISPN settings.

3 SETTING YOUR MACHINE

MAIN SETTINGS

To obtain high quality transmissions (incoming and outgoing), it is recommended that you set-up your machine to match your requirements first.

BEFORE TRANSMISSION

Date/Time

At any moment you may change the date and time on your fax machine.

To change the date and time:

M 21 OK - SETUP / DATE/TIME

☞ Enter the numbers of the required time and date one after another,
(for example **November 8 2003** at **9h33**, press **0 8 1 1 0 3 0 9 3 3**) and press **OK** to confirm.

Your fax number/your name

Your fax will print out your fax number on each document it transmits if you save this number and if the machine is set to **SENDING HEADER** (refer to paragraph **Technical parameters**, page 3-6).

To save your fax number and your name:

M 22 OK - SETUP / NUMBER / NAME

☞ Enter your fax number (20 digits max.) and press **OK** to confirm.

☞ Enter your name (20 characters max) then press **OK** to confirm.

Type of network

You may connect your fax to either a PSTN or private network such as private automatic branch exchange (PABX). You must select the network which is the most convenient.

To select the type of network:

M 251 OK - SETUP / TEL. NETWORK / NETWORK TYPE

☞ Select option **PABX** or **PSTN** then confirm your choice with **OK**.

Geographical settings

These settings will enable you to use your machine in different preset countries using different languages.

Country

By choosing a country, you initialise:

- the settings for the public telephone network,
- the language by default.

To select the country:

M 201 OK - SETUP / GEOGRAPHICAL / COUNTRY

☞ Select the required option and press the **OK** key to confirm.

Network

This setting enables you to individually set the type of public telephone network so that your machine can communicate over the public network of the country you have chosen in compliance with the applicable standards.

Remark : these settings are different from the **NETWORK TYPE** (p. 2-5), which allows you to choose between public and private network.

To select the network:

M 202 OK - SETUP / GEOGRAPHICAL / NETWORK

☞ Select the required option and press the **OK** key to confirm.

Language

This setting enables you to choose a language other than that imposed by the COUNTRY setting.

To select the language:

M 203 OK - SETUP / GEOGRAPHICAL / LANGUAGE

☞ Select the required option and press the **OK** key to confirm.

Local prefix

This function is used when your fax is installed with a private network, behind a company's PABX. It allows you to program an additional automatic **local prefix** (to be defined), enabling you to automatically exit the company's telephone network system, but only under certain conditions:

- the company's internal numbers, where a prefix is not required, must be short numbers less than the **minimal size** (to be defined, for example France has 10 digits),

- the outside numbers requiring a prefix, must be long numbers greater or equal to the **minimal size** (to be defined, for example France has 10 digits).

Programming your fax with the local prefix consists of two steps:

- defining the **minimal size** (or equal) of the company's outside numbers,
- defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialled.

Caution - If you define a local prefix, do not add it to the numbers stored in the directory, it will be automatically dialled with each number.

Defining the minimal size and the local prefix

M 252 OK - SETUP / TEL. NETWORK / PREFIX

☞ You can change the default value for the minimal size of the company's outside numbers and validate with **OK**. The minimal size will range between 1 and 30.

☞ Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with **OK**.

Transmission report

You may print a **transmission report** for all communications over the telephone network (STN).

You may choose between more than one criteria for printing reports:

- **WITH**: a report is given when the transmission was properly performed or when it is completely abandoned (but there is only one report per request),
- **WITHOUT**: no transmission report, however, your fax will note all transmissions that took place in its log (refer to paragraph **Logs**, page 5-12),
- **ALWAYS**: a report is printed with each transmission,
- **ON ERROR**: a report is printed only if the transmission failed or is abandoned.

With each transmission report from memory, a reduced version of the first page is automatically reproduced.

To select the report type:

M 231 OK - SETUP / SEND / SEND REPORT

☞ Select the required option **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and confirm your choice with **OK**.

Document feed type

You may choose the way you want to feed your documents:

- from **memory**, transmission will take place only after memory storage of the document and dialling. It allows you to get your originals back quickly to free up the machine.
- from the feeder of the sheet-feed scanner (refer to paragraph **Document positioning**, page 5-1)**,** transmission will occur after dialling. It allows transmission of larger documents.

To select the way you want to feed your documents:

M 232 OK - SETUP / SEND / MEMORY SEND

☞ Select the option **MEMORY** or **FEEDER** and validate your choice with **OK**.

Remark : in feeder mode, the reduced image will not appear on the transmission report.

Economy period

This function allows you to defer a fax transmission to "off-peak hours" and thus reduce the cost of your communications.

The **economy period**, via the telephone network (at off-peak hours), is preset by default from 7.00 pm to 7.30 am. Nevertheless you may **change this time slot**.

Modifying the economy period:

M 233 OK - SETUP / SEND / ECO PER.

☞ Enter the hours of the new economy period and confirm your selection with the key **OK**.

Using the economy period:

M 32 OK - FAX / ECO TRANS.

☞ Enter the call number and confirm with **OK**.

BEFORE RECEPTION

Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.

The "Fax Messages" indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the fax cannot receive any more documents.

You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will require this access code for:

- **printing** fax messages in memory,
- **activate or deactivate** the fax answering machine.

Saving an access code

M 383 OK - FAX / FAX ANSW. / ANSWER CODE

☞ Enter the code (4 digits) and confirm with **OK**.

Activating or deactivating the answering machine

M 382 OK - FAX / FAX ANSW. / ACTIVATION

☞ If you saved an access code for your fax answering machine, enter it and validate with **OK**.

☞ Select the required option **WITH** or **WITHOUT** answering machine and confirm you choice with **OK**.

Print fax messages stored in the memory

M 381 OK - FAX / FAX ANSW. / PRINT

☞ If you have defined an access code for your fax answering machine, enter it and press **OK**.

Documents received and stored in the memory are printed.

Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable (no paper...).

If your fax printer is unavailable, you may choose between two modes of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,
- reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

To select the reception mode:

M 241 OK - SETUP / RECEPTION / REC. PAPER

☞ Select the option **WITH PAPER** or **WITHOUT PAPER** and confirm your choice with **OK**.

Remark : Paper out is indicated by a beep and a message on the screen.
Received faxes are then stored in memory (icon "Fax messages" flashing) to be printed as soon as you add paper into the feeder.

Number of copies

You may print incoming documents more than once (1 to 99).

To set the number of each document received:

M 242 OK - SETUP / RECEPTION / NBR OF COPIE

☞ Enter the wanted number of copies and confirm with **OK**.

At each document reception, your fax will print the number of copies requested.

Relay broadcast

Your fax machine (initiator) can relay a document, in other words, transmit a document to your subscribers via a remote fax and with a precise relay list.
To do this the initiator fax and the remote fax must both have the relay function.

To relay you need to supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all subscribers on the list.

Once the relay is activated by your fax and as soon as the document is received by the remote fax, the document is printed before relaying to all subcribers on the list.

To activate relay from your fax machine:

☞ Insert the document to relay (refer to paragraph **Document positioning**, page 5-1).

☞ Select **M 37 OK - FAX / BROADCAST.**

☞ Enter the remote fax number where you will relay to or choose your dialling mode (refer to paragraph **Dialling**, page 5-2) and press **OK**.

☞ Enter the relay list number used by the remote fax and press **OK**.

☞ You may enter the time you wish to transmit the document next to the current time and press **OK**.

☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY** , then press **OK**.

☞ If you wish, you may enter the number of pages of your documents before transmitting.

☞ Activate relay by pressing key .

The document in the feeder will be relayed either immediately or at a later time (according to your choice) to the remote fax which will relay the document.

Fax or PC reception (depending on model)

M 243 OK - SETUP / RECEPTION / PC RECEPT.

This menu, combined with a software program installed on your PC (supplied or on option depending on model) will enable you to select the machine you wish to receive the documents on:

- fax.
- PC.
- PC if available, fax otherwise.

For more details, please refer to the instruction manual provided with the software kit.

TECHNICAL PARAMETERS

As delivered your fax is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

M 29 OK - SETUP / TECHNICALS

☞ Select the desired parameter and confirm with **OK**.

☞ With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Signification
1 - SCANNING MODE	**1 - NORMAL** **2 - FINE** **3 - SFINE** **4 - PHOTO**	Default value of the scan mode resolution for the documents to be transmitted.
2 - TX HEADER	**1 - WITH** **2 - WITHOUT**	If this parameter is on, your header will appear on all documents sent to your subscribers with your name, number, date and number of pages. ***Warning:*** If you send a fax from the document loader, the transmission header will not appear on the document your correspondent receives.

Parameter	Setting	Signification
3 - TX SPEED	**1 - 33600** **2 - 14400** **3 - 12000** **4 - 9600** **5 - 7200** **6 - 4800** **7 - 2400**	Transmission speed for outgoing documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
4 - ECHO PROTECT	**1 - WITH** **2 - WITHOUT**	If this parameter is on, the on-line echo will be reduced during long distance calls.
6 - EPT MODE	**1 - WITH** **2 - WITHOUT**	For some long distance calls (satellite), the on-line echo may disturb the call.
7 - COM. DISPLAY	**1 - SPEED** **2 - PAGE NUMBER**	Choice between transmission speed displayed or number of the page in progress.
8 - ECO ENERGY	**1 - WITHOUT** **2 - DELAY 5 MIN** **3 - DELAY 15 MIN** **4 - DELAY 30 MIN** **5 - STDBY PERIOD**	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice.
10 - RX HEADER	**1 - WITH** **2 - WITHOUT**	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
11 - RX SPEED	**1 - 33600** **2 - 14400** **3 - 9600** **4 - 4800** **5 - 2400**	Transmission speed for incoming documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
12 - RINGS	**2 TO 9**	Number of rings to automatically start your machine.
20 - E.C.M.	**1 - WITH** **2 - WITHOUT**	This parameter helps correct the calls made on disturbed telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer.
70 - NET VALID	**06:01 TO 21:59**	This parameter lets you modify the period when the fax connects automatically to the Internet. This menu is available only if the connection type is set to **PERIODIC** (**M 941**).
71 - NET ACTIVE	**7 DAYS / WEEK** **MON TO FRI**	This parameter lets you select the days of the week when the fax connects automatically to the Internet. This menu is available only if the connection type is set to **PERIODIC** (**M 941**).

Parameter	Setting	Signification
72 - MODEM SPEED	**1 - 56000** **2 - 33600** **3 - 14400** **4 - 12000** **5 - 9600** **6 - 7200** **7 - 4800** **8 - 2400** **9 - 1200** **0 - 600**	Choice of maximum Internet transmission speed. For a quality telephone line (compatible, no echo), communications occur at the maximum speed. However, it may be necessary to restrict the transmission speed for some Internet calls (bad line or bad ISP settings).
73 - IMPROVE REP @	**1 - WITH** **2 - WITHOUT**	This parameter lets you automatically register the Internet address of your subscribers fax during a call (if available).
74 - ERASE MAILBOX	**1 - WITH** **2 - WITHOUT**	When the fax machine receives an e-mail with an attachment and cannot open it, it erases the message from the ISP MBX, prints and transmits with a notice of uncomprehension to the message sender. At E-mail reception, the fax does not destroy the MBX message, it prints a **notice of uncomprehension** asking you to recuperate this message with your computer equipment. This parameter is useful only if you have PC equipment. The memory capacity is limited, you need to empty your MBX or else new messages may not be received.
75 - TEXT ATTACHM.	**1 - WITH** **2 - WITHOUT**	Attachment with or without processing, and printing of incoming Internet documents.

LOCAL AREA NETWORK (LAN) SETTINGS (DEPENDING ON MODEL)

Your terminal is a new generation machine that will be part of your local network just like a PC. Its built-in local network access card will enable you to send documents through an SMTP/POP3 local message server (internally or externally, depending on the settings of your message server).

To benefit from all the available network options, you should make the following settings, described in the sections below:

- local network settings, to introduce your fax machine into your local network.
- message service settings, for all your faxes and E-mails to be automatically managed by your message server.

Caution - Although rather simple, network settings sometimes require a sound knowledge of your own computer configuration. If that is administrated by anyone in your company, we recommend you ask that person for the settings described below.

LOCAL NETWORK SETTINGS

Automatic configuration

We recommend that you carry out a manual configuration of your terminal. The automatic configuration of the local network settings may be considered, if your local network features a DHCP or BOOTP server that can dynamically assign addresses to the peripheral devices present on the LAN.

To automatically configure the local network settings:

M 261 OK - SETUP / LOCAL NETWORK / CONFIGURATIO

☞ Choose **AUTOMATIC** and press **OK** to confirm. The terminal scans the local network for a DHCP or BOOTP server that can assign it its settings dynamically (the message **SELF-CONF** is displayed).

☞ Once the message **SELF-CONF** has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, you should carry out a manual configuration (see below).

Manual configuration

To configure your terminal manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

To configure the local network setting manually:

M 261 OK - SETUP / LOCAL NETWORK / CONFIGURATIO

☞ Choose **MANUAL**, and press **OK** to confirm.

IP address

M 262 OK - SETUP / LOCAL NETWORK / IP ADDRESS

☞ Enter the IP address of your terminal and press **OK** to confirm.

Sub-network mask

M 263 OK - SETUP / LOCAL NETWORK / SUBNET MASK

☞ Enter the sub-network mask of your terminal and press **OK** to confirm.

Gateway address

M 264 OK - SETUP / LOCAL NETWORK / GATEWAY

☞ Enter the IP address of the network gateway and press **OK** to confirm.

IEEE address (or Ethernet address) or MAC address

M 265 OK - SETUP / LOCAL NETWORK / IEEE ADDRESS

The Ethernet card of your terminal already has an unmodifiable, yet consultable, IEEE address.

Netbios names

These names, which can be used with the network options, are used to identify your terminal machine from a PC connected to a local network (for instance with the name "IMP-NETWORK-1"

M 266 OK - SETUP / LOCAL NETWORK / NETBIOS 1 NAME

M 267 OK - SETUP / LOCAL NETWORK / NETBIOS 2 NAME

☞ Enter the selected name (15 characters max) and press **OK** to confirm.

MESSAGE SERVICE AND THE INTERNET

Your terminal lets you send and receive documents and E-mails from subscribers throughout the world over the Internet.
An E-mail is an electronic message sent over the Internet, to an E-mail address (which is a personal Internet mailbox).
Access to the Internet is possible thanks to an Internet service provider (ISP). The provider puts at your disposal a server, or computer system which allows you to connect to the Internet and your mailbox through your telephone line.

Before worldwide transmission, you must:

- **take out an Internet subscription** from an Internet Service Provider (ISP),
- check that all **initialisation parameters correspond** to those provided by your ISP,
- perform the proper **settings**, if needed, for the Internet connection.

You may then **connect** yourself to the Internet via your ISP **to send and receive** fax-Internet or E-mails. Both operations will be performed during an Internet connection.

INITIALISATION PARAMETERS

You must **define** or, **at least check** all parameters needed to identify yourself with the Internet. Your ISP will provide you with these parameters as soon as you are registered with them.

The parameters are divided in three categories:

- **connection,** allows you to identify the dial up number, the connection identifier and the connection password,
- **message service**, allows you to define the message service identifier, the message service password and the E-Mail address,
- **servers**, allows you to identify the name of the OP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots.

Access to connection and message service parameters

M 91 OK - INTERNET / SUPPLIER

☞ Select the Internet provider from the list **NO ACCESS**, **PROVIDER_1**, **PROVIDER_2**, **PROVIDER_3**, **PROVIDER_4**, **PROVIDER_5**, **PROVIDER_6** or **LOCAL NETWORK**, and press **OK**.
Choosing **NO ACCESS** disables access to Internet functions. **OK**.

M 921 OK - INTERNET / INIT PROVIDER / CONNECTION

☞ Enter the **CALL NUMB.**, press **OK**.

☞ Enter connection **IDENTIFIER**[1], press **OK**.

☞ Enter connection **PASSWORD**, press **OK**.

M 922 OK - INTERNET / INIT PROVIDER / MESS. SERV

☞ Enter Email **IDENTIFIER,** press **OK**.

☞ Enter Email **PASSWORD,** press **OK**.

☞ Enter **E-MAIL ADR**, press **OK**.

Access to servers parameters

M 923 OK - INTERNET / INIT PROVIDER / SERVERS

☞ Enter **SMTP**, press **OK**.

☞ Enter **POP3**, press **OK**.

☞ Enter **DNS 1** (primary), press **OK**.

☞ Enter **DNS 2** (secondary), press **OK**.

1. If the identifier has more than 16 characters, the text will automatically slide over to the left.

Sample Internet settings for the terminal (56 kbps modem)

Your access provider should give you the following information:

CALL NUMBER:	08 60 00 10 00
CONNECTION IDENTIFIER:	sg048944@wn.net
CONNECTION PASSWORD:	*****
MESSAGE SERVICE IDENTIFER:	demo jt12
MESSAGE SERVICE PASSWORD:	*****
E-MAIL ADDRESS:	demo2@gofornet.com
SERVER:	
SMTP	mail.gofornet.com
POP	mail.gofornet.com
DNS 1	103.195.014.001
DNS 2	103.195.014.002

Non-functional data given by way of example.

You should then complete the following MENUS on your fax machine:

91	SUPPLIER	PROVIDER 1

CONNECTION

9211	CALL NUMB.	0860001000
9212	IDENTIFIER	sg048944@wn.net
9213	PASSWORD	*****

MESSAGE SERVICE

9221	EMAIL ID	demo jt 12
9222	EMAIL PASSWORD	*****
9223	E-MAIL ADR	demo2@gofornet.com

SERVERS

9231	SMTP	mail.gofornet.com
9232	POP3	mail.gofornet.com
9233	DNS 1	103.195.014.001
9234	DNS 2	103.195.014.002

Your terminal is now configured. Print the settings in order to check they have been acknowledged by pressing **M**, **9**, **4**, **5** and **OK**.

SETTINGS

The settings are divided into several categories:

- the **standard settings** define the connection type and frequency to the Internet as well as the transmission type for your documents,
- the **E-mail sorting** defines treatment for all stored E-mail messages received.

Standard settings

Your machine has two types of settings that let you define:

- **The type and frequency of the connection** to your ISP.

SET TIMES	an Internet connection is established every day at 9:00 am, 12:30 am and 5:00 pm[1]
PERIODIC	an Internet connection is established every 3 hours[1]. (default value)
ON DEMAND	an Internet connection is established at your request by **IMMED. ACCESS** (refer to paragraph **Internet Connection**, page 3-15)

1. To avoid Internet access saturation, the automatic connection will occur in reality 12 minutes, give or take, around the requested time.

- **Type of transmission** over the Internet.

IMMEDIATE	document transmission will occur immediately at each transmission request
DURING CONNECTIONS	transmissions will only occur at programmed connections **SET TIMES** or **PERIODIC TYPE**

At any moment you may **print** the settings of your machine to know their status.

Selecting the connection type

M 941 OK - INTERNET / SETTINGS / CONNEC. TYPE

☞ Select one of the connection options among **SET TIMES**, **PERIODIC** or **ON DEMAND** and press **OK** to confirm.

Changing the connection period (PERIODIC type)

M 943 OK - INTERNET / SETTINGS / PERIOD

☞ With the **PERIODIC** mode, enter the new connection period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

An Internet connection will be established every three hours (default value).

Changing the connection times (SET TIMES type)

M 943 OK - INTERNET / SETTINGS / TIME

☞ With the **SET TIMES** mode selected, use the ▲ or ▼ key to place the cursor under the numeral you want to change. Enter the new connection time(s) by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

Selecting the transmission type

M 942 OK - INTERNET / SETTINGS / SEND TYPE

☞ Select one of the transmission options **IMMEDIATE** or **DURING CNX** and press **OK** to confirm.

Selecting the print mode for the deposit notice

M 944 OK - INTERNET / SETTINGS / DEPOSIT NOTI

☞ Select one of the deposit notice options **WITH, WITHOUT, ALWAYS** or **ON ERROR** and press **OK** to confirm.

Printing the Internet settings

M 945 OK - INTERNET / SETTINGS / PRINT

The Internet settings are printed.
These settings may also be printed together with all the other settings of your machine (refer to paragraph **Printing the machine settings**, page 5-13).

Mail sorting

This function lets you choose the mode for all Internet documents stored in your mail box.
You have three choices:

- **F@X ONLY**, lets you poll and print E-Mails in your machine.
- **PC ONLY**, lets you keep your E-Mails in you mailbox for later use with a computer (no E-Mail poll),
- **SHARE PC** lets you:
  - if your PC and fax have two different addresses, transfer all mails or only those with attachments to a PC,
  - if your PC and fax share the same address, use the fax as a printer for E-Mails for the PC.

M 96 OK - INTERNET / SORT MESSAGES

F@X Only mode

☞ Select option **F@X ONLY** and press **OK** to confirm.

All E-Mails are polled and printed.

PC Only mode

☞ Select option **PC ONLY** and press **OK** to confirm.

The E-mails are neither polled nor printed and they may be used with a computer.

At each connection, the number of E-mails in your mailbox is displayed on the screen.

Share PC mode

☞ Select option **SHARE PC** and press **OK** to confirm.

You may choose to transfer your E-mails to a PC or use the fax as an E-mail printer.

To transfer the E-Mails to a PC:

☞ Select option **WITH PC TRANS.** and press **OK** to confirm.

☞ Enter the E-Mail address of the computer you wish to transfer your E-Mail and press **OK** to confirm.

☞ Select your option from the table below and press **OK** to confirm.

Menu	Description
SEND ALL MAILS	All E-Mails are sent to the PC.
UNUSABLE ATTAC	The fax machine polls and prints the usable E-mails and transfers to the PC mailbox all the E-mails containing attachments it cannot use.

To use the fax as an E-Mail printer:

☞ Select option **W/O PC TRANS** and press **OK** to confirm.

☞ Select your option from the table below and validate with **OK**.

Menu	Description
DELETE MAILS	The E-mails opened and read by the fax (w/o attachment) are erased after the fax has printed.
SAVE MAILS	The E-mails opened and read by the fax are not erased.

At each connection, the number of E-mails still present in your mailbox are displayed on the screen.

INTERNET CONNECTION

An Internet connection is made with an ISP. It allows both document sending and reception while connected.
A connection takes place the following way:

- Send to one or more of your subscriber's Internet mailboxes, all fax-Internet documents waiting for transmission.
  If you are sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.
- Reception of all fax-Internet and E-Mails deposited in your personal Internet mailbox.

You may connect either **immediately** or **automatically** depending on the time periods defined. The triggering of a **programmed Internet connection** depends on the **standard settings** of your machine.

Immediate connection to the Internet

There are two methods to immediately connect to the Internet:

Access through the menu:

M 93 OK - INTERNET / IMMED ACCES

Direct access:

☞ Press the @ key twice.

Programmed connection

An automatic connection to the Internet depends on how your machine is programmed and more particularly on the standard settings (refer to paragraph **Standard settings**, page 3-13).

DEACTIVATING THE INTERNET FUNCTION

If you do not wish to use the Internet functions:

M 91 OK - INTERNET / SUPPLIER

☞ Select **NO ACCESS** in the ISP list and confirm with **OK**.

THE SMS SERVICE

Thanks to the SMS button you can send an SMS to subscribers all over the world. An SMS (Short Message Service) is a service which permits short written messages to be sent to mobile phones or other SMS-compatible devices.

The number of characters you can send per message is dependent upon the service provider and the country you are sending your SMS from (e.g. Germany 160 characters, Italy 640 characters).

The SMS service is dependent upon the country and the service provider.

Caution: There is a special scale of charges for the SMS service.

DISPLAY OF SMS SENDER'S ID

Your terminal automatically adds your name at the beginning of the SMS, as follows:
" **FROM: MR.SMITH** " (Mr SMITH is the name as saved in **M 22 OK**) or
" **FROM: 013073000** " if no name has been saved. For further information, refer to chapter **Your fax number/your name**, page 3-1.

To define SMS sender display:

M 41 OK - SMS SERVICE / SENDER

☞ Choose between **WITH** or **WITHOUT** sender display and press **OK** to confirm.

INITIALISATION PARAMETERS

Your terminal is ready for use. Depending of the country, it can be operated in two different modes: in the SMS IP (Internet protocol) mode or the SMS OPERATOR mode . The latter corresponds to the service which is offered by various telephone service providers. Ask your provider about the availability of this service and about the conditions.

You can switch from one available mode to the other:

SMS IP mode:

M 431 OK - SERVICE SMS / TYPE SMS / SMS IP

SMS OPERATOR mode:

M 432 OK - SERVICE SMS / TYPE SMS / SMS OPERAT.

Confirm by pressing the **OK** key.

To check all the set values of the selected mode:

M 42 OK - SERVICE SMS / INIT. SMS

SENDING AN SMS

To send an SMS to any SMS-compatible devices:

☞ Press the SMS key

☞ Write your SMS by means of the Qwerty keypad

To do so, you have a true editor at your disposal:

- for the **upper case letters**, use the ⇧ key or ⓣ key
- to **move** inside the data entry field, use the ▲ or ▼ keys

- to **move** in the text from one word to another, press the CTRL key and one of the navigator keys
- to **go** to the next line, use the ↵ key
- to **delete a character** (by moving the cursor to the left), use the ← or C key

☞ Press SMS to confirm your entry

☞ Dial the number of the recipient (mobile phone or any other SMS-compatible device) in one of the following ways:

- dial the number by means of the numerical keypad
- enter the first letters of the recipient name
- press the 📖 key until the required name appears (names are classified in alphabetical order)
- press the ◯● key to display the required name. The screen displays the last person you have sent an SMS to, use the ▲ or ▼ keys to select a different number

☞ Your SMS may be sent to only one person or to several people. To send an SMS:

- to only one person, press the SMS key to confirm
- to several people:
  - press the ▶▶ key and enter the next person's name,
  - repeat the operations as many times as required (10 persons max.). Press the SMS key to confirm.

SENDING SMS is displayed as the SMS is being sent.

Once **SENDING SMS** is no longer displayed, the SMS has been sent and the recipient phone number is saved (◯● key).

- If SMS appears, then the SMS has been put on hold and a further attempt will take place a couple of minutes later. To immediately execute or cancel transmission, refer to paragraph **Transmission waiting queue**, page 5-7.
- To check the SMS has been sent properly, you may print the transmission/reception log (MENU **52 OK** - **PRINT /LOGS**, p. 2-5).
- To send an SMS to a mobile phone abroad, you should dial the mobile phone number in its international form, such as 49XXXXXXXXX, where 49 is the country code (here, Germany).
  For the record, here are a few country codes:

France	Germany	UK	Spain	Italy
33	49	44	34	39

4 DIRECTORY

Your fax lets you create a directory by memorising **subscriber records** and **subscriber lists**.

- Your machine can store up to **250 subscriber records** with names and phone numbers.
- You may also group several names to build a subscriber list with up to **32 subscriber lists**. A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** you may:

- create
- consult
- modify contents
- delete
- print the directory

You may save and if needed load your directory. To proceed, you need to contact your reseller and purchase the optional "Directory card". This gives you access to functions **161** and **162** (refer to paragraph **Functions list**, page 2-4). To proceed, you need to contact your reseller and purchase the optional kit "save".

CREATING SUBSCRIBERS RECORDS

For each subscriber record you are not required to fill in each line, only name, tel or **E-Mail** address are **required**:

- **NAME** of your subscriber
- **TEL**, and fax number of your subscriber
- **E-MAIL** address, example: jones@address.com
- **RECORD NO.**, this number is automatically assigned by the fax, it allows quick access to the answering machine
- **RATE** for each subscriber you may choose your fax transmission speed. The available rates are 2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second. With a good telephone connection, well adapted and without echo, the appropriate rate is the highest one

If your subscriber number has both **TEL** and **E-MAIL** listed, the validation key (◇ **or** @) will determine if the document will be sent **over the telephone network or over Internet**.

ADDING A RECORD

M 11 OK - DIRECTORY / ADD NAME

☞ Your fax has just created a new record, fill in it by first entering your subscriber's name then validate with **OK**.

Remark : you can stop the list creation at any time by pressing ▽.

☞ Enter the person's fax number[1] and press **OK** to confirm.

☞ Enter the E-Mail address of your subscriber and press **OK** to confirm.

☞ Your subscriber's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your subscriber. The first available letter appears by default. If you want to change it, scroll the letters by menas of the ▼ or ▲ keys, and press **OK** to confirm.

☞ If need be, select the appropriate transmission speed to send your faxes, and confirm your choice by pressing the **OK** key.

CREATING SUBSCRIBERS LISTS

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine
- **LIST COMPOSITION**, its lists the ID numbers assigned to the subscribers records included in the list
- **LIST NUMBER**, a number lets you identify the list filed under (L)

A list may include both fax and internet subscribers.

The same subscriber may be included in different lists.

Caution - It is impossible to add one subscriber list to another subscriber list.

1. If your machine is connected to a PABX, you may need to insert a pause for dial tone (symbolised by the sign / in the number) **except** if a local prefix is already programmed (see § Local Prefix)

ADDING A LIST

To add a list:

M 12 OK - DIRECTORY / ADD LIST

☞ Your fax machine has just created a new list, fill it in by first entering the name of this list then confirm with **OK**.

Remark : You can stop a list or record creation at any time by pressing ⓒ. Also, you do not have to complete all the list characteristics as you create it; you can save the list as it is by pressing ⓞ.

The empty field **ENTER ABR. NUM.** appears, you must fill in the ID numbers assigned to the subscriber records included in this list.

☞ There are three ways detailed in the table below, to choose and add one or more subscribers to your list. Then confirm your choice by pressing **OK**.

From ...	Procedure
subscriber's name	☞ With the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen.
subscriber's ID number	☞ Enter directly the subscriber's ID number.
subscribers directory	☞ Press key 🕮 then select by means of the ▼ or ▲ keys .

☞ For every subscriber included in the list repeat the above step then validate with **OK**.

Remark : you can stop record creation at any time by pressing ⓒ.

☞ The list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Press ⓞ to confirm your entry.

ADDING OR DELETING A NUMBER FROM THE LIST

M 13 OK - DIRECTORY / MODIFY

☞ Select the subscriber list (L) by means of the ▼ or ▲ keys and validate your choice with **OK**.

☞ Press **OK** to display the **ENTER ABR. NUM.** field, and add or delete the subscriber as shown in the table hereafter:

To ...	Procedure
add	☞ Enter the subscriber ID number you wish to add and confirm with **OK**. ☞ Repeat this step for each added subscriber you want to add.
delete	☞ Place the keys ▼ or ▲ , on the number you wish to delete. ☞ Press key C to delete the number assigned to the list. ☞ Repeat these 2 steps for each subscriber you wish to delete from the list.

☞ Confirm the new list by pressing key ◈ .

CONSULTING A RECORD OR A LIST

☞ Press key 🕮.

The directory appears in alphabetical order.

☞ Select the subscriber record or subscriber list (L) you wish to consult.

MODIFYING A RECORD OR A LIST

M 13 OK - DIRECTORY / MODIFY

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber list (L) you wish to modify and press **OK** to confirm.

☞ Modify the line or lines in the subscriber record or subscriber list and confirm each modification with **OK**.

Remark **:** You may confirm your modification by pressing ◈ key , but you will exit the menu and may not be able to modify the following lines.

DELETING A RECORD OR A LIST

M 14 OK - DIRECTORY / CANCEL

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber record or subscribers list (L) you wish to delete and confirm with **OK**.

☞ Press again **OK** to confirm your deleting.

The record or list is deleted from the directory.

PRINTING THE DIRECTORY

You may print all the numbers stored in the directory, including all the existing subscriber records or subscriber lists.

To print the directory:

M 15 OK - DIRECTORY / PRINT

The directory is printed in alphabetical order.

IMPORTING A DIRECTORY

You can import an existing directory of contacts into your fax machine as an electronic file. This file must be in a specific format and must not comprise more than 250 entries.

The process of importing a directory uses electronic mail as the transfer mechanism. The electronic file containing the directory is received and processed as an e-mail attachment.

Caution - Importing a new directory completely overwrites any existing directory entries.

THE FILE STRUCTURE

The electronic file containing the data in the directory must be structured into lines or records each comprising five fields separated from one another by a unique character (a tab stop, a comma or a semi-colon). The lines themselves are separated by a line break (carriage return).

Fields	Contents
Name	A unique identifier in your directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character.

Fax number	Your contacts' fax number, without spaces or dots, can be up to 30 characters long (including any * and # characters). This field may be left empty, for instance, in the case of contacts to whom you only send e-mails.
E-mail address	Your contacts' e-mail address. Can be up to 80 characters long, but must not comprise the field separator character. Any other characters may be used in this field, which can also be left blank.
Shortcut key	A capital letter (A to Z), unique to the directory, which is associated with a specific contact and enables quick selection. As with the two previous fields, this field can be left blank.
Speed	The fax transmit speed over the PSTN. If you do not specify a value, the default speed is the maximum speed. This field may be left blank if all your fax transmissions are handled by a fax server.

Caution - You must enter a value for at least one of the **Fax number** or **E-mail address** fields. To enter a blank line, key in four field separator characters in a row.

For example:

Smith;0123456789;jsmith@isp.co.uk;J;8

Jones;01987654321;;@;8

O'Connor;0123469874;d.oconnor@hello.net;U;8

Remark : @ alone is the indication that no associated key is assigned to the entry.

The rate is coded on a number, see the following board:

Rate	code number
600	7
1200	6
2400	5
4800	4
7200	3
9600	2
12000	1
14400	0
33600	8

Caution - You must always enter the field separator character, even if one or more of the fields are left blank. In the example above, which uses a semi-colon as a separator, the entry for « Jones » lacks both E-mail address and shortcut key.

PROCEDURE

To import a directory:

M 17 OK - DIRECTORY / IMPORT

☞ Select **WITH** to authorise the importation of a directory.

☞ Create your directory on a PC in a file whose structure corresponds to that set out above. In order to be recognised as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.

☞ Create an e-mail addressed to your fax E-mail address, attach the file to it, and send your message via your mail server.

☞ Your fax will receive the e-mail containing the directory when it connects to the mail server, and will automatically import the attached file into its directory.

☞ Repeat the procedure as many times as required, for instance to update all the LAN faxes on your network with the same directory.

Caution - Importing a new directory completely overwrites any existing directory entries on the fax machine. Once your fax machine has a complete directory, we advise you to disable importing in order to protect the data already on the fax.

To disable importing:

M 17 OK - DIRECTORY / IMPORT

☞ Select **WITHOUT** to prevent users from importing a directory.

EXPORTING A DIRECTORY

You may also export a directory from a fax machine as a text file, and send it to any mail client (be it PC or fax based), in the form of an e-mail attachment entitled **directoryxxx.csv.**

To export the directory:

M 18 OK - DIRECTORY / EXPORT

☞ Key in the e-mail address of the PC or other fax machine to which you want to export the directory. You may export a directory to several fax machines simultaneously (refer to paragraph **Dialling**, page 5-2).

☞ Confirm by pressing **OK**.

☞ Repeat the procedure as many times as required, for instance to update all your fax machines or send the same file to several PC users on your local network.

5 OPERATION

SENDING

Faxes sent over the telephone network are sent from the feeder or the memory.

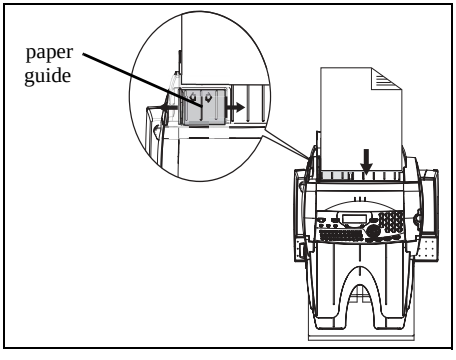
Documents sent over the Internet are first memorised and sent at the time of Internet connection.

Over the telephone network: all fax transmissions are in black and white.

Over the Internet: you can send black and white documents (TIFF format) or colour documents (JPEG format).

DOCUMENT POSITIONING

Scanner



☞ Place your original documents in the document feeder:
- face down,
- first page under the stack.

☞ Set the paper guide to the document width.

☞ Once the operation is over, take your original documents back from the document exit tray.

Caution - If you forget to position the document to be transmitted, the addressee will receive a blank page.

Remark **:** Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

CHOOSING THE RESOLUTION/CONTRAST

Resolution

You have 4 modes for document transmission.

The mode choice depends on the type of document to be transmitted:

- **Normal** mode, symbolised by **Std** at the bottom of the display screen. To be used for good quality documents, without drawings or small details
- **Fine** mode, symbolised by **Fine** at the bottom of the display screen. To be used for documents with drawings or small characters
- **Super Fine** mode, symbolised by **SFine** at the bottom of the display screen. To be used for documents with very fine or small character drawings
- **Photo** mode symbolised by **Photo** at the bottom of the display screen. To be used for photographic documents

To select the resolution mode:

☞ Press ⁘ key as many times as necessary to select the required mode. A ■ icon on the screen shows the current mode.

Contrast

You can set the contrast if your document is too light or too dark. If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

☞ Press ◑ as many times as necessary to choose the desired contrast, as shown by the position of a cursor.

DIALLING

From the directory

Dialling alphabetically

☞ Enter the first letter of your subscriber's name with the alphanumeric keypad, then add the remaining letters until your subscriber's name is complete.

Assigned number dialling

☞ Press key 🕮
Your fax lists the subscribers records and lists in the Directory in alphabetical order, then use keys ▲ or ▼ of the navigator to scroll all subscribers for choice, and choose the required subscriber or subscriber list

or

☞ Press key 🕮
Then press the letter assigned to the subscriber (refer to paragraph **11 OK - Directory / Add Name**, page 4-2)
The screen displays the corresponding name

or

☞ enter the subscriber or subscriber list assigned number
The screen displays the name of the subscriber or subscriber list assigned to this number

From the redial key ↻

You can redial one number among the ten last numbers you just dialled before.

For a fax number (Tel in the Directory)

☞ Press key ↻
The screen displays the last number called

☞ Use keys ▲ or ▼ of the navigator to select your desired number

For an E-mail address

☞ Press key @ then ↻
The screen displays the last E-mail address used

☞ Use keys ▲ or ▼ of the navigator to select your desired E-mail address

To multiple numbers

You may dial to send a document simultaneously to multiple call numbers.

Caution - This may be achieved only if the machine is parametered to send from the memory (refer to paragraph **Document feed type**, page 3-3).

☞ Enter the fax or E-mail address, or use the Directory or key ↻ (refer to above paragraphs)

☞ Press key ⏩ and enter the number of the second subscriber or second subscriber list

☞ Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists)

☞ Press **OK**, ◈ , or @ to confirm the last addressee depending on the required operation

TRANSMISSION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Immediate transmission

☞ Position the document (refer to paragraph **Document positioning**, page 5-1)

☞ Enter the fax number or choose your dialling mode (refer to paragraph **Dialling**, page 5-2) then press ◇
The "Line" icon flashes during the call phase, it stays lit when both faxes are in communication

☞ At the end of transmission the initial screen is displayed

Delayed transmission

This function allows you to transmit a document at a later time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

To delay the transmission time of your document :

☞ Position the document (refer to paragraph **Document positioning**, page 5-1)

☞ Select **M 31 OK - FAX / TRANSMISSION**

☞ Enter the subscriber number you wish to program at a different time or choose your dialling mode (refer to paragraph **Dialling**, page 5-2) and confirm with **OK**

☞ Next to the current time, enter the new time and confirm with **OK**

☞ Adjust the contrast and confirm by pressing the **OK** key

☞ Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK** (refer to paragraph **Document feed type**, page 3-3)

☞ You may enter the number of pages before transmission and confirm with **OK**

☞ Confirm postponed transmission by pressing key ◇

Your document is stored and will be sent at the new time.

Transmission with auto redial

This function allows you to monitor the dialling operation during a fax transmission. In this case, the maximum transmission rate will be 14400 bps.

This function allows for example:

- to hear if the subscriber's fax is engaged and if so, choose the moment when the line is clear to start the document transmission
- to control the communication progress in case of uncertain numbers, etc

To take the line manually:

☞ Place the document in the fax feeder

☞ Press

☞ If necessary, set the sound level with navigator ▲ or ▼ keys

☞ If not already done, enter the subscriber number (or refer to paragraph **From the redial key**, page 5-3 to call back the last subscriber)

As soon as you hear the remote fax tone, the line is clear and you can start the transmission.

☞ Press to start the document transmission

If your machine is set in order to print a transmission report (refer to paragraph **Main settings**, page 3-1), the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.

TRANSMISSION OVER THE INTERNET

Sending a black and white document to an E-Mail address

☞ Position the document (refer to paragraph **Document positioning**, page 5-1)

☞ Press the @ key and enter the recipient's E-mail address
or choose your dialling mode (refer to paragraph **Dialling**, page 5-2)

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/contrast**, page 5-2)

☞ Press the @ key
The document is scanned and memorised, it will be sent at the time of Internet connection.

If your subscriber is equipped with a PC, he will receive an E-mail with your fax as an attachment in TIFF format.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a colour document to an E-mail address

☞ Position the document (refer to paragraph **Document positioning**, page 5-1)

☞ Press the @ key and enter the addressee's E-mail address
or choose your dialling mode (refer to paragraph **Dialling**, page 5-2)

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/contrast**, page 5-2)

☞ Press the key
The document is scanned and memorised, it will be sent at the time of Internet connection.

If your subscriber has got a PC, he will receive an E-mail with your fax as an attachment in JPEG format.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a typed message to an E-Mail address

You can send a typed message to an E-mail mailbox. You can also add an attachment to this keypad message (the attachment is a scanned paper document).

Access through the menu.

M 95 OK - INTERNET / E-MAIL

Direct access.

☞ Press key @ .

Then, to send to E-mail address.

☞ Enter the addressee's E-mail address or choose your dialling mode (refer to paragraph **Dialling**, page 5-2)

☞ Enter the address of who you want to receive a copy of the document (CC:), and press **OK** to confirm

☞ Enter the object for mail (80 characters max.) and press **OK**

☞ Enter the text with the alphabetical keypad (100 lines of 80 characters) and confirm with **OK**

For this operation, you will get a true editor:

- for **capital letters**, use key Shift (key ⇧) or key Caps lock (key ⇪)
- To **move** within the data entry field, use the ▼ or ▲ keys
- to **erase a character** on the right of the cursor (without moving the cursor), use the ← or C key
- to **move** in the text from one word to another, press key Ctrl and one of the navigator keys
- to **go** to the next line, use key ↵

Then, you can choose between two options:

☞ Send the typed mail directly. Press **OK**, the mail is memorised and will be sent at the next Internet connection.
Your subscriber will receive an E-mail.

☞ Add an attachment (scanned document) to your mail:

- Place the document to be attached in the sheet-fed scanner (face down) or on the flat-bed scanner (scan side facing the machine)
- Press key 📎
- Select **B&W SCAN** or **COLOUR SCAN** by means of ▲ or ▼ depending on the document and confirm with **OK**
- If needed, set the contrast with keys ▲ or ▼ and confirm with **OK**

The document is scanned and the mail is memorised. They will be sent at the next Internet connection. The other party will receive an E-mail with an attached document.

TRANSMISSION WAITING QUEUE

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
  Order number in the queue / document status / subscriber's telephone number.
  Documents may have the following status:
  - TX: transmission
  - REL: relay
  - DOC: in deposit
  - POL: polling
  - MBX: send to mailbox
  - PMB: mailbox polling
  - TR: ongoing commands
  - CNX: Internet connection
  - NET: Internet transmission
  - SMS: SMS transmission
- **immediately perform** a transmission from the waiting queue
- **print a document** in storage, waiting to be transmitted or in deposit
- **print the waiting queue**, to get the status of each document in the queue, by either:
  - queue order number
  - document name or number
  - scheduled transmission time (fax)
  - operation type regarding the document: transmission from memory, delayed transmission, deposit
  - number of pages of the document
  - document size (percentage of space stored in memory)
- **cancel** a transmission request in the waiting queue

Consult or modify the waiting queue

M 62 OK - COMMANDS / MODIFY

☞ In the waiting queue select the required document and confirm your choice with **OK**.

☞ You may now modify the parameters of the given document then confirm your modifications by pressing key ◈ .

Immediately perform transmission from the waiting queue

M 61 OK - COMMANDS / PERFORM

☞ Select the document in the waiting queue and confirm your choice with **OK** or ◈ to immediately perform the selected transmission.

Printing a document in waiting or in deposit

M 64 OK - COMMANDS / PRINT

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Print the waiting queue

M 65 OK - COMMANDS / PRINT LIST

A document called ** COMMAND LIST ** is printed.

Deleting a transmission on hold

M 63 OK - COMMANDS / CANCEL

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

CANCELLING A TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

- For a single call number from the memory, the document is erased from the memory
- For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue

To cancel transmission in progress,

☞ Press key ▽

A message will ask you to confirm cancellation by pressing the key ▽ a second time

☞ Press key ▽ to confirm cancellation in progress

If your machine is set to print a transmission report (refer to paragraph **Transmission report**, page 3-3), it will print that the communication was cancelled by the user.

RECEPTION

Document reception **over the Internet** is automatic at each Internet connection.

Reception of all documents **over the telephone network** is done one at a time at fax reception.

RECEPTION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Fax reception depends on the parameter settings of your machine:

RECEPTION OVER THE INTERNET

Whatever the document received, reception is automatic at each Internet connection.

Incoming documents other than fax files (Word process file, CAD, etc.) may not be opened by your fax. However, you may keep this (or these) document(s) in your Internet mailbox until it is automatically converted by the F@X to Fax service, if you have a subscription or until computer use or automatic transfer (refer to paragraph **Mail sorting**, page 3-14).

COPYING

Your fax offers to print out one more copies of one or more pages.

LOCAL COPY

Standard copy

☞ Position the document face down (refer to paragraph **Document positioning**, page 5-1)

☞ Press key ◇ twice

"Sophisticated" copy

☞ Position the document face down (refer to paragraph **Document positioning**, page 5-1)

☞ Press key ◇

☞ Enter the desired number of copies and press **OK** to confirm

☞ Choose **FAST**, **QUALITY** or **PHOTO** resolution with the keys ▲ or ▼, then press **OK** to confirm

☞ Set the desired zoom value **25% TO 400%** with keys ▲ or ▼ and the numerical keypad, then press **OK** to confirm

☞ Choose the copy output type between **COPY ASSEMBLED** or **NOT ASSEMBLED** and press **OK** to confirm

☞ Set the required origin values with keys ▲ or ▼ the numerical keypad and press **OK** to confirm

☞ Set the required contrast value with keys ▲ or ▼ and press **OK** to confirm

☞ Set the required brightness value with keys ▲ or ▼ and press **OK** to confirm

☞ Choose the type of paper **NORMAL PAPER**, **THICK** with keys ▲ or ▼ and press **OK** to confirm

☞ Choose the paper tray, **AUTOMATIC TRAY**, **UPPER TRAY** or **LOWER TRAY** with keys ▲ or ▼ and press **OK** to confirm

SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, refer to paragraph **Scanner calibration**, page 6-15.

Moreover, a high number of controls let you improve the copy quality.

Scanner settings

- **RESOLUTION** to set the photocopy resolutation
- **ZOOM** settings to reduce or magnify any portion of a document by choosing the origin and value of the zoom to apply to that portion
- The assembly parameter to choose between **ASSEMBLED** or **NOT ASSEMBLED** copies
- The **ORIGIN** parameter to choose the origin to be applied to the document
- **CONTRAST** to choose the photocopy contrast
- **BRIGHTNESS** is used to make your original document lighter or darker
- **L/R MARGINS** to shift the margins or your original document to the left or to the right

Printer settings

- **PAPER** is used to tell your machine what type of paper you use by default
- **TRAY** is used to tell your machine which paper tray shoud be used by default
- **L/R MARGINS** to shift the margins of your document to the left or to the right

Caution **-** All the settings performed through this menu will become the machine's **default settings**.

To access to the settings:

M 84 OK - ADVANCED FCT / SCAN. & PRINT

☞ Select the **SCANNER** or the **PRINTER** to be set and press **OK** to confirm

☞ Use the keys ▲ or ▼ of the navigator to scroll the described hereafter settings you want to modify

Scanner settings

Resolution

☞ Set the desired resolution **FAST**, **QUALITY** or **PHOTO** with keys ▲ or ▼

☞ Confirm your setting by pressing key **OK**

Zoom

Your fax offers to reduce or magnify a specific part of a document from 25 % to 400 %.

☞ Enter the desired zoom value with the numerical keypad (**ZOOMING**)

☞ Confirm your setting by pressing key **OK**

Assembly

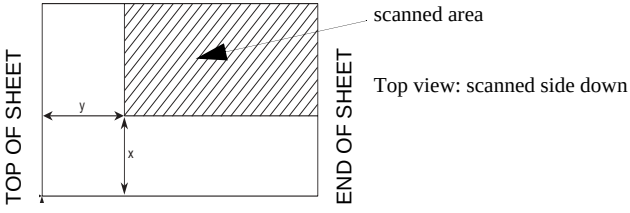
☞ Choose the copy type between **ASSEMBLED** or **NOT ASSEMBLED**

☞ Confirm your choice by pressing key **OK**

Origin

If you wish, you can change the origin of the scanner.

By entering new values of X and Y given in mm (X < 210 and Y < 286), you will move the scanning zone as shown on the figure below.



☞ Select the X and Y coordinates with keys ▲ or ▼

☞ Set the required coordinates with the numeric keypad or ▲ or ▼

☞ Confirm your setting by pressing key **OK**

Contrast

☞ Set the desired contrast with keys ▲ or ▼

☞ Confirm your setting by pressing key **OK**

Luminosity

☞ Set the desired luminosity with keys ▲ or ▼

☞ Confirm your setting by pressing key **OK**

Margins

If you want to shift the side margins of your document to the left or to the right:

☞ Adjust the left / right margins shift (in steps of 0.5 mm) with keys ▲ or ▼

☞ Confirm your setting by pressing key **OK**

Printer settings

Paper

☞ Select the type of paper **NORMAL** or **THICK** with keys ▲ or ▼

☞ Confirm your setting by pressing key **OK**

Remarks : 1) When the **THICK** type of paper is selected, the printing speed is slowed down.
2) Use the manual feeder for paper substances over 90 g/m^2.

Paper tray

☞ Select the paper tray to be used (**AUTOMATIC**, **LOWER** or **UPPER**) using keys ▲ or ▼

☞ Confirm your setting by pressing key **OK**

Margins

If you want to shift the side margins of your document to the left or to the right:

☞ Adjust the left / right margin shift (in steps of 0.5 mm) by means the ▲ or ▼ keys

☞ Press **OK** to confirm

OTHER FUNCTIONS

LOGS

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your machine.

An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document
- subscriber's number or E-mail address
- transmission mode (Norm, Fine, SFine or Photo)
- number of pages sent or received
- call duration

- incoming or outgoing results: noted **CORRECT** if properly transmitted
  or
  information codes for special calls (polling, manual subscribers, etc.)
- reason for call error (example: your subscriber does not answer)

To print the logs:

M 52 OK - PRINT / LOGS

The incoming and outgoing logs are printed on the same page.

PRINTING THE FUNCTIONS LIST

You may print the functions list of your fax machine at any time.

To print the functions list:

M 51 OK - PRINT / FUNCTIONS LIS

PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your fax's parameter settings to control any changes possibly made to the default parameters.

Printing the machine settings:

M 54 OK - PRINT / SETUP

Your fax prints the list of stored parameters.

MEMORIZING A SEQUENCE OF KEYS

You may memorize a sequence of keys (for example, to send a fax directly to one or multiple subscribers, to call this subscriber or to get access to a specific menu, etc.).

This sequence is registered in one of the keys F1 or F2 (as you want).

Then, by pressing one of these keys, you will execute the registered sequence.

To register a sequence (for example, in key F1)

☞ Press key MENU, then F1: you will enter the menu option

From this moment, all the key pressings are memorized in the key F1.

☞ Press key F1 to register the sequence if you are still in the menus. The sequence memorizing is automatic if you have already exited the menu

Example: to memorize a fax sending to various subscribers in key F1:

☞ Press keys MENU then F1

☞ Press keys 3, 1 then **OK**

☞ Enter the subscriber fax number

☞ Press key ⏩ and enter the second subscriber fax number or subscribers list

☞ Repeat this last step for all subscribers or subscribers lists

☞ Press key F1: the sequence is memorized

To send a fax directly to your subscriber (key **F1** preset)

☞ Press F1

☞ Position the document (refer to paragraph **Document positioning**, page 5-1)

☞ Press the key ◇

COUNTERS

At any time, you may consult the activity counters of your machine.

To get access to the counters of the machine:

M 82 OK - ADVANCED FCT / COUNTERS

These counters indicate the number of:

- printed pages

  M 821 OK - ADVANCED FCT / COUNTERS / PRINTED PG

- local copies

  M 822 OK - ADVANCED FCT / COUNTERS / LOCAL COPIES

- transmitted pages

  M 823 OK - ADVANCED FCT / COUNTERS / SENT PAGES

- received pages

  M 824 OK - ADVANCED FCT / COUNTERS / RECEIVED PG

DEPOSIT AND POLLING

You may **deposit** a document in your fax and keep it available to one or more subscribers who can obtain a fax of this document by calling your fax with the **POLL** function.

Setting the machine for document deposits,

you must define the type:

- **SIMPLE**- it may be polled only once from the memory or feeder
- **MULTIPLE**- it may be polled as many times as necessary from the memory

Setting the machine for polled documents,

you must define the poll number, then depending on the type of poll you may:

- launch an **immediate poll**

- program a **delayed** poll with a chosen time
- launch a **multi-poll**, either immediately or later

Placing a document in deposit

☞ Insert the document to deposit in the feeder

☞ Select MENU **34 OK - FAX / POLLING TX** and confirm with **OK**

☞ Choose the type, according to the table below:

Menu	Procedure
SIMPLE	☞ Select **FEEDER** or **MEMORY** ☞ If necessary, adjust the contrast and confirm with **OK** ☞ Enter the number of pages that you wish to deposit
MULTIPLE	☞ If necessary, adjust the contrast and confirm with **OK** ☞ Enter the number of pages that you wish to deposit

☞ Confirm deposit by pressing the **OK** key

Polling a deposited document

M 33 OK - FAX / POLLING RX

☞ Enter the number of the party whose document you want to poll or choose your dialing mode (refer to paragraph **Dialling**, page 5-2).

Remark : you can poll several documents using the ⏩ key.

☞ Depending on the type of poll you should:

Choice	Procedure
Immediate poll	☞ Press ◈
Delayed poll	☞ Press **OK** ☞ Next to the current time, enter the time you wish to poll the document and press ◈

LOCK

There are restrictions to the use of your fax:

- To lock the printing of received documents (refer to paragraph **Fax answering machine**, page 3-4)
- locking the keyboard

- locking the numbers
- locking the Internet settings
- locking the access to the SMS transmission function

Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorised operators must know.

To access the locking code:

M 811 OK - ADVANCED FCT / LOCK / LOCKING CODE

☞ Enter your four-digit interlock code on the keypad

☞ Confirm by pressing **OK**

☞ Confirm the interlock code by entering the code one more time

☞ Press **OK** to confirm

Remark : when a code is already registered, the machine asks you to give the former code before allowing you to modify it.

Locking the keyboard

This function allows you to prevent access to non-authorised persons. An access code must be entered each time a person wants to use the machine.

To access the keypad unlocking menu:

M 812 OK - ADVANCED FCT / LOCK / LOCK KEYBD

☞ Enter the four-digit interlock code

☞ Press key **OK** to confirm

☞ With keys ▲ or ▼ of the navigator, select the option **WITH**

☞ Press key **OK** to confirm

Remark : after each operation, the machine interlocks automatically.

Locking the numbers

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

To access the number interlocking option:

M 813 OK - ADVANCED FCT / LOCK / LOCK NUMBER

☞ Enter the four-digit interlock code with the keypad.

☞ Press key **OK** to confirm

☞ With keys ▲ or ▼ of the navigator, select the option **DIRECT ONLY**

☞ Press key **OK** to confirm

Locking the Internet settings

This function prevents access to all the Internet settings of menu 9.

As a matter of fact, any untoward change to these settings might result in repeated connection failures. You can still send documents to an E-mail address (M 95) and get connected (M 93).

To access the Internet settings locking menu:

M 814 OK - ADVANCED FCT / LOCK / LOCK PARAMET

☞ Enter the four-digit locking code with the numerical keypad

☞ Press **OK** to confirm

☞ With keys ▲ or ▼, select the option **WITH**

☞ Press **OK** to confirm

Locking the SMS service

This function prevents access to the SMS service.

To access the SMS service locking menu:

M 815 OK - ADVANCED FCT / LOCK / LOCK SMS

☞ Enter the four-digit locking code with the numerical keypad

☞ Press key **OK** to confirm

☞ With keys ▲ or ▼, select the option **WITH**

☞ Press key **OK** to confirm

MAIL BOX (MBX FAX)

There are 32 mailboxes (MBX), enabling you to transmit documents in complete confidence using an access code (named code MBX), to all subscribers equipped with a fax compatible to yours.

MBX 00 is public. It is handled directly by the terminal to record the messages of the fax TAD as soon as this is put into service.

MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.

The use and access to MBX 01 - 31 are conditioned by the **initialisation**, defined by a MBX code (if needed) and a mnenonic (its **S.I.D.)**.

Later you may:

- **modify** the features of an MBX
- **print the contents** of an MBX, only possible if the MBX contains one or more documents (with a star next to the MBX). When the contents of an MBX have been printed it becomes empty
- **delete** an MBX, only if the MBX is initialised and empty
- **print the the list** of your fax machine's MBX's

You may receive and send through an MBX in complete confidentiality.
The deposit a document into your MBX, the access code is not needed. All documents deposited in a MBX are added to the ones already present.

In polling, the MBX are only accessible with an MBX code.
You may perform MBX deposits or polls by:

- depositing a document in **a fax MBX**
- transmit to **deposit a document in a remote fax MBX**
- perform **document poll from a remote fax**

MBX MANAGEMENT

Creating an MBX

M 71 OK - MAILBOXES / CREATE MBX

☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**

☞ Select option **MAILBOX CODE** and press **OK**

Value 0000 is always displayed.

☞ Enter the code of your choice, if needed, and press **OK**

☞ Select option **MAILBOX NAME** and press **OK**

☞ Enter this MBX 's S.I.D. (20 characters max.) and press **OK**

The MBX is initialised. If you wish to initialise another, press C and repeat the same procedure.

☞ To exit the MBX, press ⓥ

Modifying the features of a MBX

M 71 OK - MAILBOXES / CREATE MBX

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31)

☞ Enter the code of this MBX, if there is one, and confirm with **OK**

☞ Select the menu **MAILBOX CODE** or **MAILBOX NAME**, then confirm your choice with **OK**

☞ Perform data modification of the menu and confirm with **OK**

☞ If needed, repeat the last two steps for the other menu

Printing the contents of a MBX

M 73 OK - MAILBOXES / PRINT MBX

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31)

☞ Enter the code of the MBX, if there is one, and confirm with **OK**

All documents found in the MBX are printed and the MBX is emptied.

Deleting a MBX

Before deleting an MBX, you need to make sure it is empty, by printing its content.

M 74 OK - MAILBOXES / DELETE MBX

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31)

☞ Enter the code of the MBX, if there is one, and confirm with **OK**

The MBX is deleted and will appear as a free MBX in the list.

☞ Press ⓥ to confirm MBX deletion

Printing the MBX list

M 75 OK - MAILBOXES / PRT MBX LIST

The list gives the status of each MBX.

MBX deposit in your fax

☞ Insert the document in the fax machine's feeder

☞ Select **M 72 OK - MAILBOXES / DEPOSIT MBX** and confirm with **OK**

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31)

The document is placed in the feeder and saved in the selected MBX.

MBX deposit in a remote fax

☞ Insert the document in the fax machine's feeder

☞ Select **M 35 OK - FAX / MBX SENDING** and confirm with **OK**

☞ Enter your subscriber's number for MBX deposit or choose your dialing mode (refer to paragraph **Dialling**, page 5-2) and validate with **OK**

☞ Enter the subscriber's MBX number and confirm with **OK**

☞ If you wish to delay transmission, enter the new transmission time next to the current time and press **OK**

☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press **OK**

☞ If you wish, you may enter the number of pages of your document before transmitting

☞ Confirm the transmission request to a remote MBX fax by pressing key

In the case of an immediate transmission, the document is sent immediately.
If the document is set for a postponed transmission the document will be stored in the memory and sent at the requested time.

MBX polling from a remote fax

M 36 OK - FAX / MBX POLLING

☞ Enter your subscriber's number for MBX deposit or choose your dialing mode (refer to paragraph **Dialling**, page 5-2) and validate **OK**

☞ Enter the subscriber MBX number and press **OK**

☞ Enter this MBX access code and press **OK**

☞ If you wish to delay the poll time, enter the departure time next to the current time

☞ Confirm the MBX poll request by pressing key

As soon as the remote fax is subscribed, either immediately or later, the document(s) in the remote fax MBX are receveid in your fax.

Remark **:** please check for remote fax compatibility.

6 MAINTENANCE

MAINTENANCE

GENERAL

To ensure the best operating conditions for your fax, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never leave the cover open unless required.
- Protect the machine from direct sunlight.
- Do not attempt to oil the machine.
- Always gently close the cover and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the machine.
- Do not use paper that has stayed in the paper tray for a long time.

Look at the safety rules in the **Safety** chapter at the end of this booklet.

REPLACING THE CONSUMABLES (TONER AND DRUM CARTRIDGES)

To check the remaining capacities of the consumables:

M 85 OK - ADVANCED FCT / CONSUMABLES

The toner cartridge and the drum cartridge come with a chip card.

After replacing a consumable item in the printer, you need to inform the machine about its features.

For this purpose, the chip card supplied with each toner cartridge must be read by the machine each time a new consumable item is installed.

Replacing cartridges

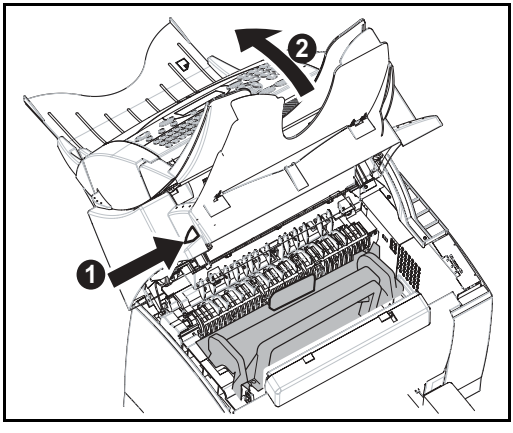
Replacing the toner cartridge

To replace the toner cartridge, proceed as shown below.

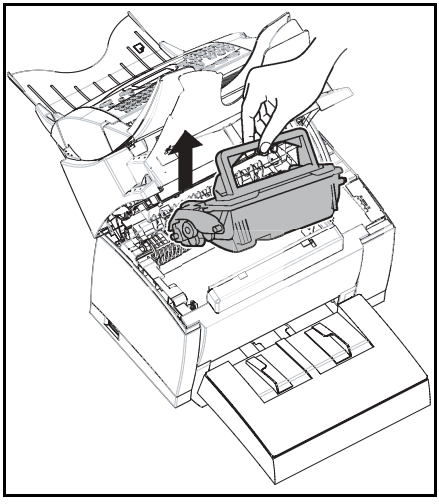
When the display shows:

```
CHANGE TONER
<OK>  TO CONFIRM
```

☞ 1 - Press the cover release button on the upper left part of the machine to open it

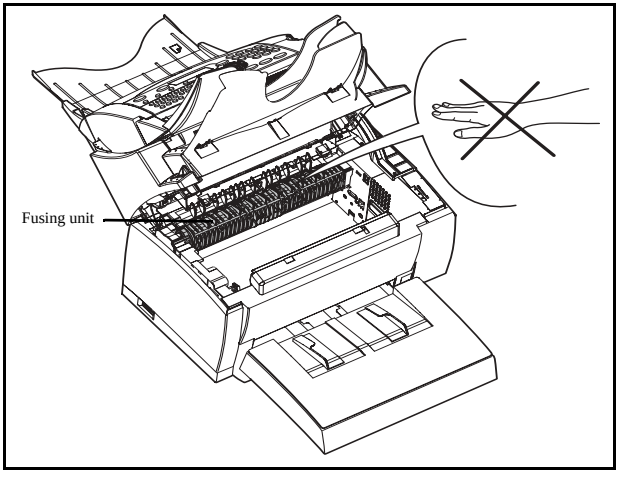


Caution **- The fusing unit** located inside the printer may become very hot during operation. **To avoid injury - do not touch.**

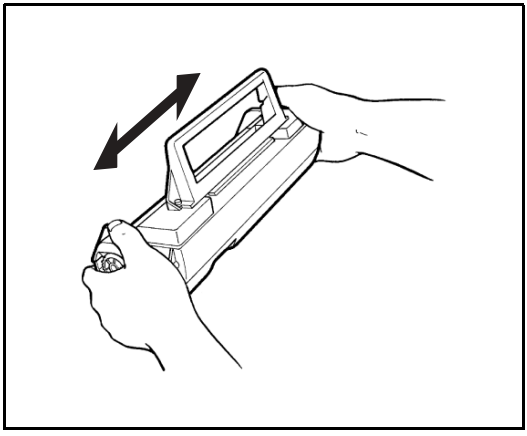


☞ 2 - Remove the old toner cartridge

Caution **- In order to protect the environment, do not throw away the used toner cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials.**

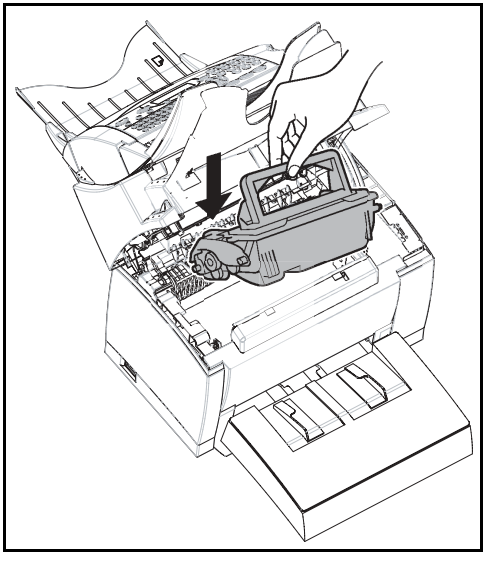


☞ 3 - Remove the new toner cartridge from its box. Hold it firmly with both hands and shake it in the directions shown by the arrows in the diagram below

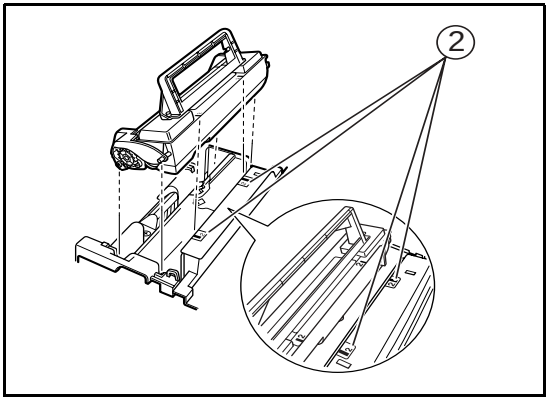


☞ 4 - Holding the cartridge by its handle, slide it into the printer. Ensure that the four pins (two on either side) are properly aligned with the grooves in the printer

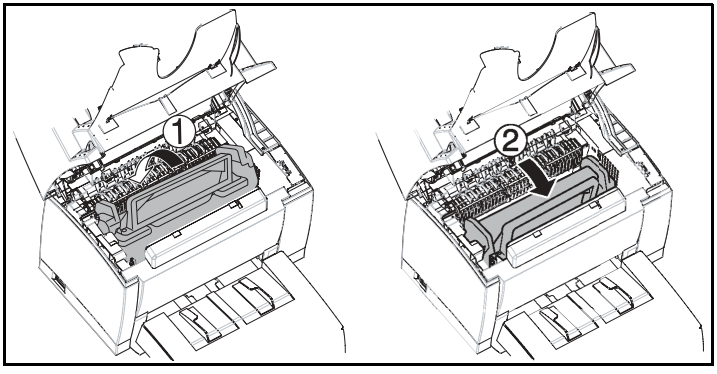
Remark **:** Use the colour-coded stickers marked "**2**", which are located both on the toner cartridge and the inside of the printer, for proper positioning. These two stickers should line up while installing the toner cartridge.



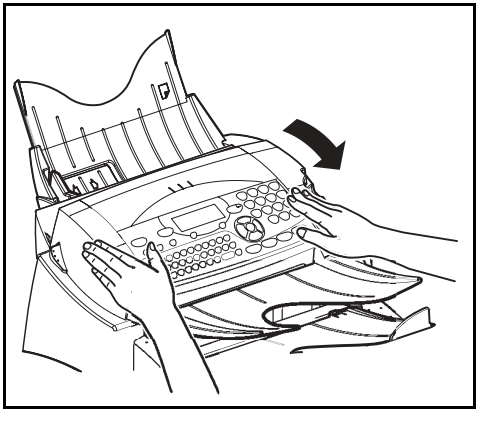
.



The cartridge will click into position once it is correctly installed.



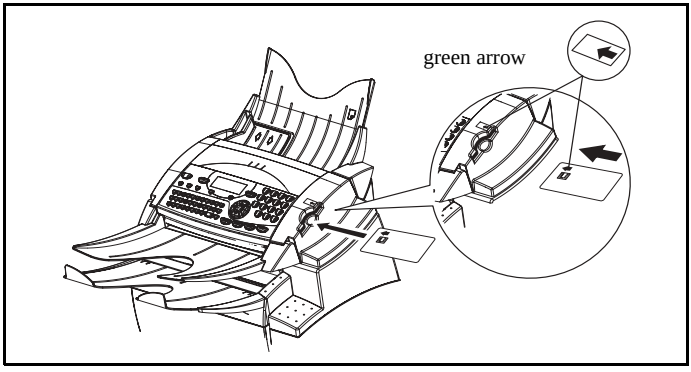
☞ 5 - Shut the upper cover by pressing it down gently but firmly until it locks into position. Turn the printer back on using the switch located on its left-hand-side



☞ Press **OK** on the scanner keypad. The display shows:

```
TUE 02 APR 13:39
INSERT GAUGECARD
```

☞ Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below



☞ The following is displayed on the scanner control panel screen:

```
CHANGE TONER ?
YES= OK - NO= C
```

☞ Press **OK**

☞ Once the chip card has been read, the display shows:

```
TONER OK
REMOVE CARD
```

☞ Remove the card

Caution - If the following is displayed, check that you have inserted the chip card the right way up:

```
CANNOT READ CARD
REMOVE CARD
```

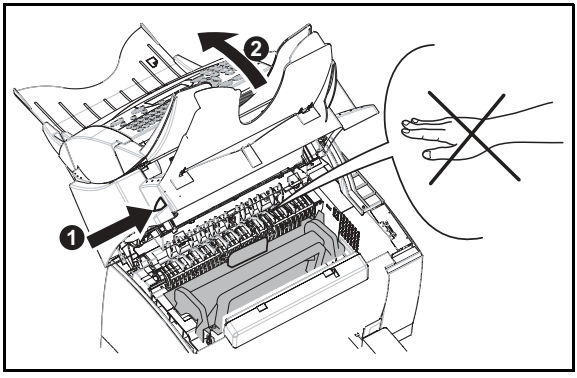
Replacing the drum cartridge

To replace the drum cartridge, proceed as shown below:

When the display shows:

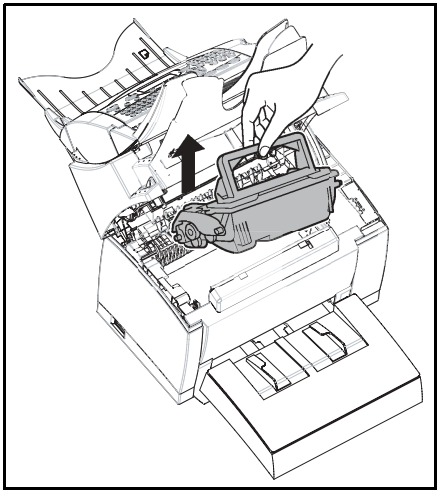
```
CHANGE DRUM
<OK> TO CONFIRM
```

☞ 1 - Press the release button of the upper cover to open it



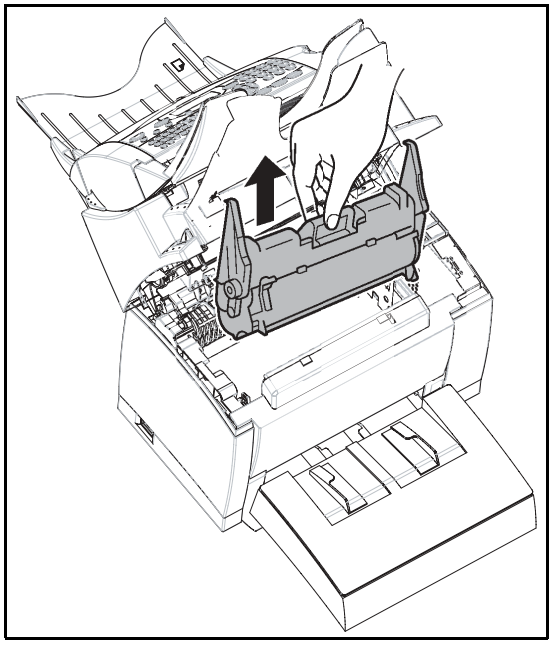
Caution **- The fusing unit** located inside the printer may become very hot during operation. **To avoid injury - do not touch.**

☞ 2 - The drum cartridge is under the toner cartridge. Remove the toner cartridge from its housing and place it safely out of the way



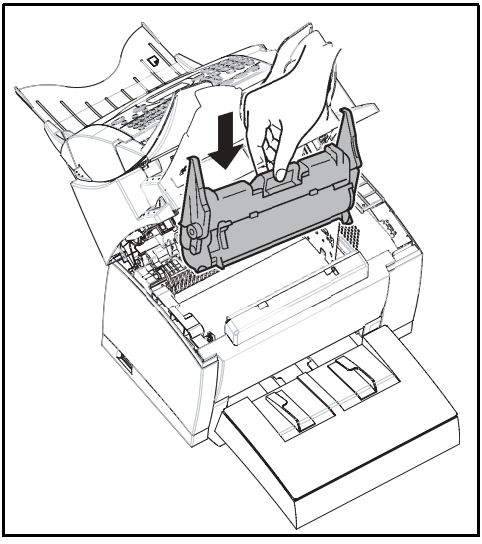
☞ 3 - Remove the used drum cartridge and take the new one out of its package

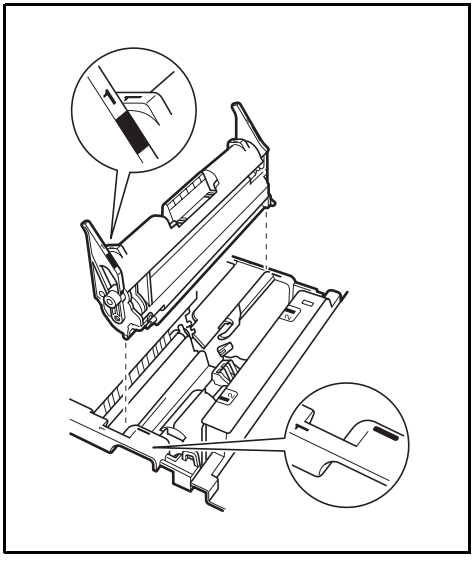
Caution - In order to protect the environment, do not throw away the used drum cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials.



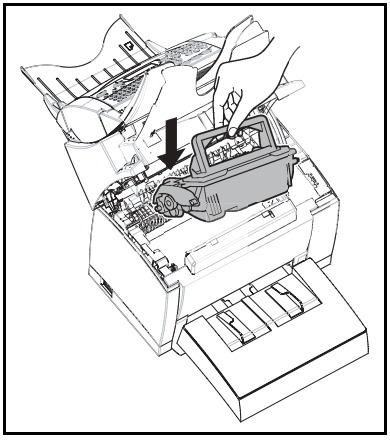
☞ 4 - Install the drum cartridge into the printer, ensuring that the pins on the cartridge are aligned with the grooves in the printer

Remark : Use the colour-coded stickers marked "**1**" which are located both on the drum cartridge and the inside of the printer for proper positioning (the stickers should line up).
Ensure that you insert the drum cartridge as far as possible into the printer.

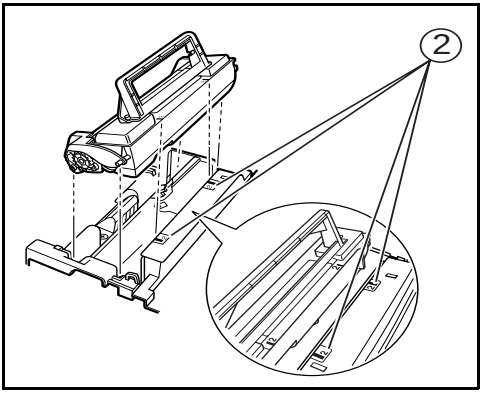




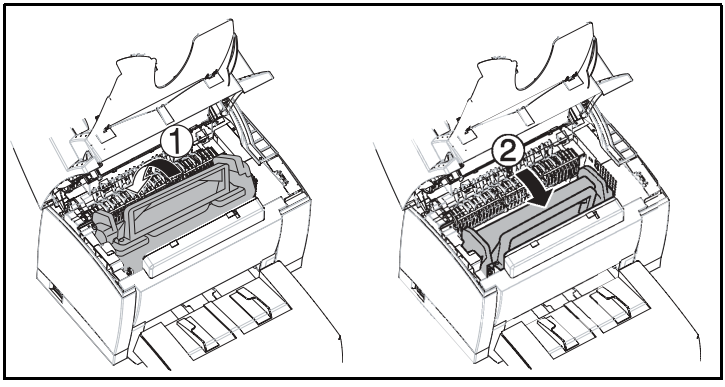
☞ 5 - Holding the toner cartridge by its handle, slide it into the printer
Ensure that the four pins (two on either side of the cartridge are properly aligned with the grooves in the printer.



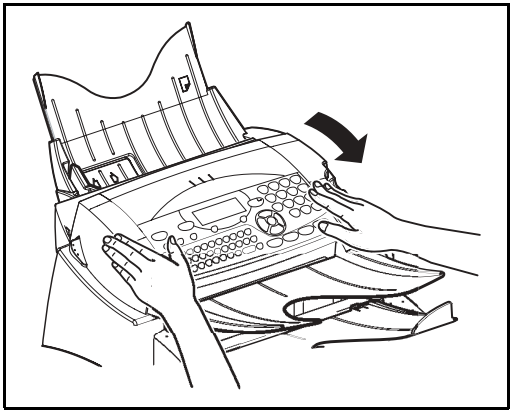
Remark : Use the colour-coded stickers marked "**2**" which are located both on the toner cartridge and the inside of the printer for proper positioning. These two stickers should be aligned while installing the toner cartridge.



The toner cartridge will click into position once it is correctly installed.



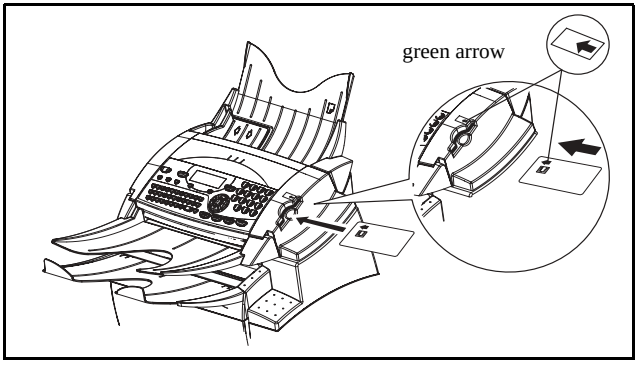
6 - Shut the upper cover by pressing it down gently but firmly until it locks into position



☞ **Press the OK key on the scanner control panel. The display shows:**

```
TUE 02 APR 13:39
INSERT GAUGE CAR
```

☞ Insert the chip card (supplied with the drum cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below



☞ The following is displayed on the scanner control panel screen:

```
CHANGE DRUM ?
YES= OK - NO= C
```

☞ Press **OK**

☞ Once the chip card has been read, the display shows:

```
DRUM OK
REMOVE CARD
```

☞ Remove the card

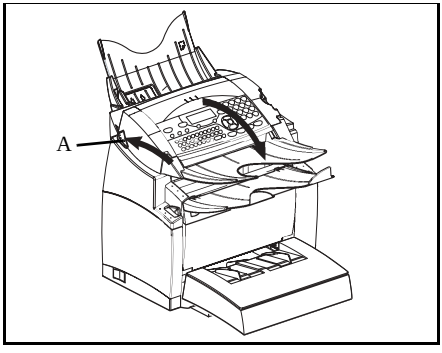
Caution - If the following is displayed, check that you have inserted the chip card the right way up:

```
CANNOT READ CARD
REMOVE CARD
```

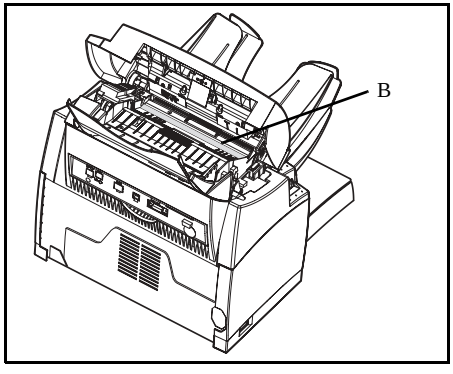
CLEANING

Cleaning the scanner's reading devices

When one or more vertical lines appear on transmitted copies or faxes, follow these steps:



☞ Open the scanner cover by pressing the release button (A)



☞ Clean the transparent scanning glass (B) with a soft lint-free cloth soaked with alcohol

☞ Close the scanning cover

☞ Make a copy in order to ensure that the symptoms are gone

Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Caution - Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents. The fusing unit can become very hot during operation. To avoid injury - do not touch. Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

Cleaning the outside of the printer

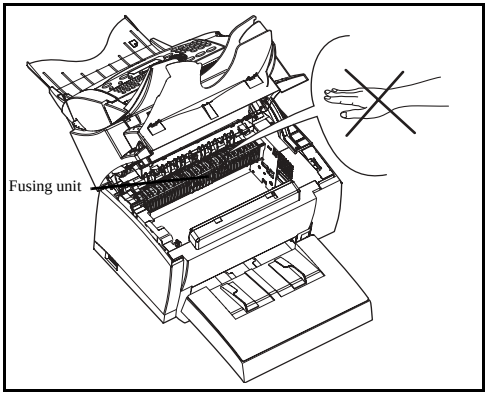
Clean the outside of the printer with a smooth duster.

Cleaning the paper feed roller

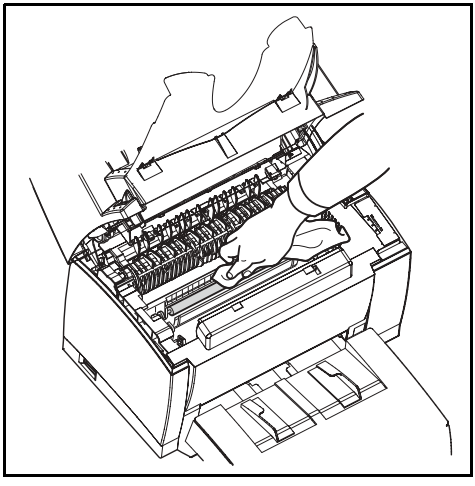
☞ 1 - Turn off the printer and unplug the power cord

☞ 2 - Press the upper cover release button and open the upper cover

☞ 3 - Remove the toner cartridge and the drum cartridge



☞ 4 - Use a soft cloth to clean the paper feed roller



Caution **- The fusing unit** inside the printer can become very hot during operation. To avoid injury - do not touch.

☞ 5 - Reinstall the drum cartridge and the toner cartridge; refer to paragraph **Replacing cartridges**, page 6-2

☞ **6 - Close the upper cover and press it down gently but firmly until it locks into place**

SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximatly every 50,000 printed pages. Please contact your supplier for this operation.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

M 80 OK - ADVANCED FCT / CALIBRATION

☞ Insert a blank page into the **sheet-fed scanner** and press **OK** to confirm

Remark : Since the page you insert will be used to define the quality of subsequent copies, it must be free from any visible defects.

INCIDENTS

COMMUNICATION ERRORS

If the communication fails, the fax advises you of an automatic retry later.

Example of what is displayed:

Current time	**FRI 11 SEP 20:13**
Time of next try	**0142685014 20:18**

Transmission from the feeder

You have the choice between:

- waiting until the transmission takes place at the given time
- restarting the transmission immediately by pressing ◇
- abandoning transmission by pressing ▽. To eject the document, press ▽ again

Transmission from memory

You have the choice between:

- waiting until the transmission takes place at the given time

- restarting the transmission using the transmission queue refer to paragraph **Immediately perform transmission from the waiting queue**, page 5-8). In this case, for a document composed of several pages, the transmission will take place from the page where the error occurred
- abandoning the transmission by deleting the corresponding command in the transmission line (refer to paragraph **Deleting a transmission on hold**, page 5-8)

The fax machine makes at most 5 automatic redials. The non-transmitted document is automatically deleted from the memory and a transmission report is then printed together with an error code and the cause for transmission failure (see the communication error codes).

Communication error codes

The communication error codes appear in the logs and transmission reports.

General codes

Code 01 - Busy or no fax answer

This code appears after 6 unsatisfactory attempts. Call later.

Code 03 - User break

A communication has been stopped by the user pressing the key ⊽.

Code 04 - Non programmed number

A number saved as a one-touch key or abbreviated number is not valid-check it. (Example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).

Code 05 - Scanning default

An incident occurred with the scanner, for example, the sheet is jammed.

Code 06 - Printer default

An incident occurred in the printer: no paper, paper jam, opened cover... In the reception mode, this incident appears only if the reception parameter is switched to **WITHOUT PAPER** (refer to paragraph **Reception without paper**, page 3-5).

Code 07 - Disconnected

The link has been cut (bad line). Check the number and try again.

Code 08 - Quality

The document you sent was not well received. Contact your subscriber to see if you need to send again.

Code 0A - No document to be polled

You tried to poll a document from a subscriber who had not prepared his document (no deposit) or the password entered was incorrect.

Code 0B - Wrong number of pages

There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent- check the number of pages in the document.

Code 0C - Received document error

Ask the subscriber who called you to check the length of his document (it may be too long to be completely received).

Code 0D - Transmission failed

Ask the sender to resend the document.

Code 13 - Memory full

Your fax can no longer receive since its memory is full. There are too many received unprinted documents or too many documents in the transmission line.
Print the received documents and delete or transmit immediately the documents in the transmission line.

Code 14 - Memory full

Received document memory full.

Code 15 - Unknown mailbox number

You wish to deposit a document in a subscriber's mailbox. The mailbox number does not exist.

Code 16 - No Relay Bcst list Nr x

You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.

Code 17 - Unknown mailbox number

You wish to recover a document from a subscriber's mailbox. The mailbox number does not exist.

Code 18 - Relay Bcst impossible

You requested a document relay from a remote fax which does not have the relay broadcast function.

Code 19 - Subscriber has stopped

The communication has been stopped by your subscriber. (Example: a fax wanted to poll your fax but there is no document deposited).

Code 1A - Disconnected

The transmission has not started. The telephone line is busy.

Code 1B - Transmission failed

During transmission: start again.
During reception: ask your subscriber to resend the document.

Internet codes

Codes 40 and 41 - No reply from supplier

The modem cannot connect to the Internet service provider. If this error always occurs, check the supplier's dial-up number.

Code 42 - Cannot access supplier

The service provider refuses the connection, the service is temporarily unavailable. If this error always occurs, check the Internet connection parameters.

Code 43 - Xmission server unavailable

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 44 - Reception server unavailable

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 45 - Supplier disconnected

The service is temporarily unavailable; try again later.

Code 46 - Xmission server disconnect

The SMTP server for sending mail is disconnected. The service is temporarily unavailable- try again later.

Code 47 - Reception server disconnect

The POP3 server for mail reception is disconnected. The service is temporarily unavailable- try again later.

Code 48 - Disconnection from Internet

The service is temporarily unavailable- try again later.

Code 49 - Cannot connect to Internet

Check the call number and eventually the associated prefix of the machine.

To check the Internet parameters, print them by pressing in turn the keys MENU, **9**, **4**, **5** and **OK**.

PRINTER ERRORS

Error messages

If the printer has one of the problems described below, the signal "On" flashes red, and you can't use your machine temporarily. The corresponding message is displayed on the screen.

Message	Action
CHANGE TONER <OK> TO CONFIRM	Replace the toner cartridge. Proceed as indicated **Replacing the toner cartridge**, page 6-2.
CHANGE DRUM <OK> TO CONFIRM	Replace the drum cartridge. Proceed as indicated **Replacing the drum cartridge**, page 6-6.
CLOSE COVER	Close the front cover of the printer
DRUM NEAR END	The drum is nearly worn out (10% use left)
TONER NEAR END	The toner cartridge is nearly worn out (10% capacity left)
PAPER EMPTY	Install the paper tray. Fill the tray with paper in the required size.
PAPER JAM INSIDE	Open the tray. Remove the jammed sheet.
PAPER JAM EXTERNAL TRAY	Open the cover. Remove the jammed sheet from the print outlet.

Message	Action
PAPER JAM INTERNAL TRAY	Open the cover. Remove the jammed sheet from between the tray and the fusing unit.
PRINTER ERROR XX	Disconnect and reconnect the terminal. If the problem persists, contact your supplier.
PAPER SIZE ERROR	Check paper size (A4 / LETTER / ...)

Printer paper jam

Inside the printer

☞ Use the following procedure to remove any sheets of paper jammed inside the printer.

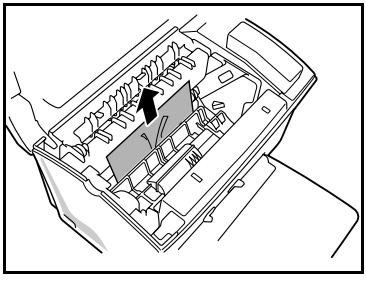
Caution - The fusing unit inside the printer can become very hot during operation. To avoid injury - do not touch.

☞ Press the upper cover release button and open the upper cover

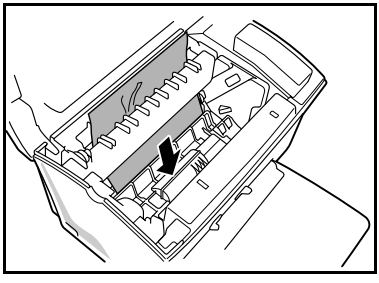
☞ Remove the toner cartridge and the drum cartridge

☞ Clear the paper misfeed using one of the following procedures depending upon the location of the paper misfeed

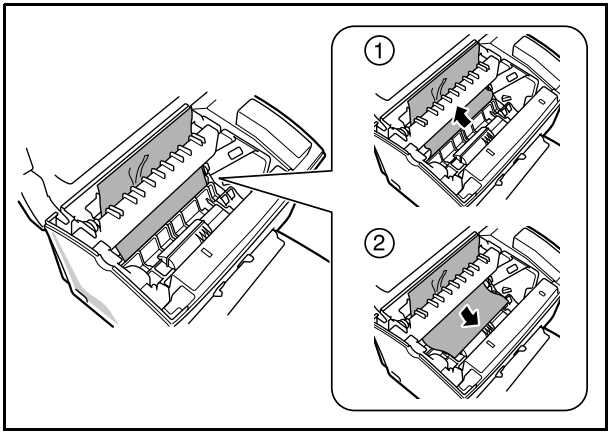
In the vicinity of the drum cartridge



At the fusing unit



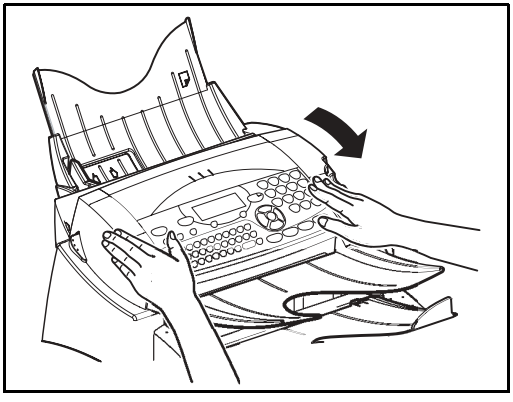
Between the drum cartridge and the fusing unit



Remark **:** Do not touch the image transfer roller (black roller at the bottom of the printer).

☞ Reinstall the drum cartridge and the toner cartridge (refer to paragraph **Replacing cartridges**, page 6-2)

☞ Close the upper cover and press it down gently but firmly until it locks into place

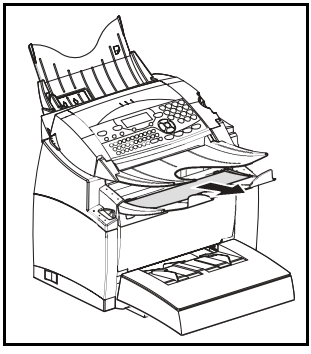


Paper jam at the feeders and trays

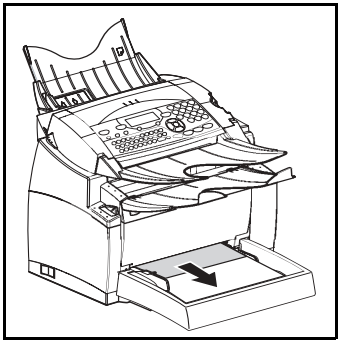
The figures below show different type of paper jam you might experience when using your machine.

☞ Remove any stuck sheets as shown by the arrow depending on where the paper jam occurs

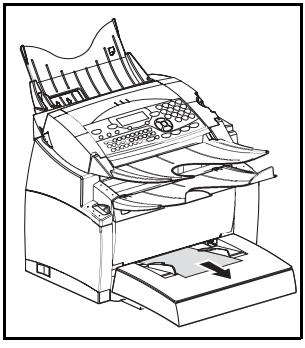
At the printer output stacker



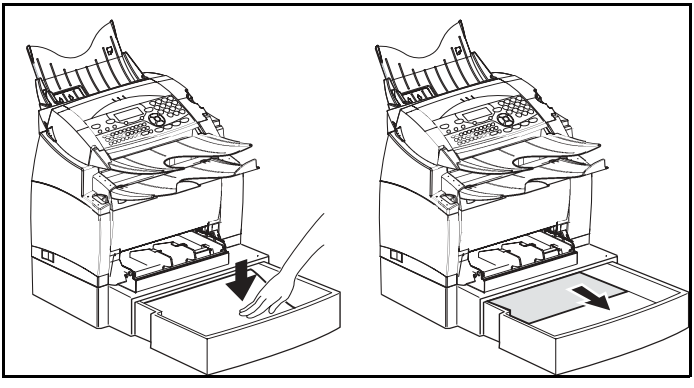
At the paper tray



At the manual feed tray



Second cassette unit and paper tray (option)

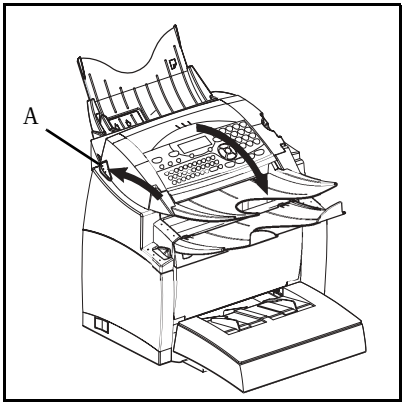


SCANNER INCIDENTS

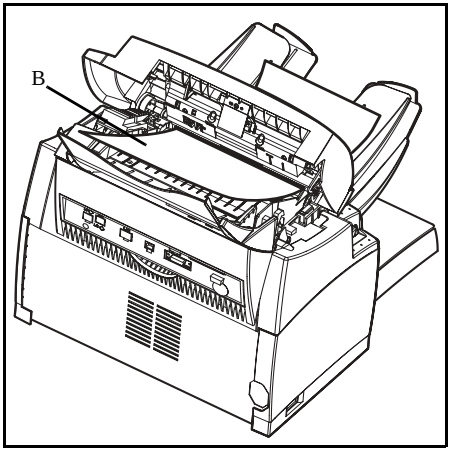
Scanner paper jam

When a paper jam occurs, the following message appears on the control panel screen **REMOVE DOCUMENT**.
If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

☞ Open the scanner cover by pressing key (A)



☞ Remove the jammed paper (B) without tearing it



☞ Then, close the scanner cover

MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The fax does not detect the presence of your inserted document. The message READY does not appear on the screen.

At the start and during scanning, REMOVE DOCUMENT appears on the screen.

Remove the document or press key ⊘.

Check the thickness of the document (30 sheets of paper of 80 g/m^2).

Iron out the sheets if needed.

Help the sheets along.

The fax machine does not receive any faxes

Check that the telephone line cable is correctly plugged in and that there is a tone signal on the telephone line by means of the 🔊 key.

You receive a blank page

Make a photocopy of a document ; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

You cannot send a fax

Check that the telephone line cable is correctly plugged in.

Check the tone by pressing key 🔊.

Check the prefix is correctly programmed and used.

MACHINE PACKING AND TRANSPORTATION

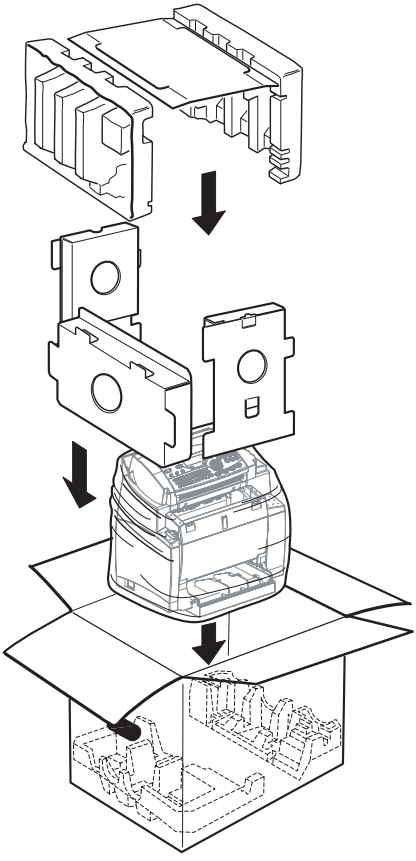
Always use the original package when transporting the machine. Failure to do so could void the warranty.

☞ 1 - Disconnect the machine from the telephone network and the AC power socket

☞ 2 - Open the front cover

☞ 3 - Shut the front cover. Unplug the phone line cord and the AC power cord, the document holder and the document stacker. Put them in the original package

☞ 4 - Put the machine in the plastic bag and then in the original package, with all the original packing material



☞ Put all the documentation (User's Manual and printed documents) in the shipping box

☞ Close the shipping box with adhesive tape

CHARACTERISTICS

Device type: Office colour fax machine, fast operation with all Group 3 devices according to ITU-T recommendations.

UNIT CHARACTERISTICS

Dimensions:	Width: 389 mm Depth: 460 mm Height: 390 mm (not including stacker)
Weight:	11 kg
Electric power supply:	220-240 V - 50-60 Hz - 4 A
Power consumption (max. values):	- standby mode: less than 15 W - wait mode: less than 75 W - operation: 580 W (during copy) (850 W peak)
Operating temperature:	- operation: +10°C to 35°C (50 to 95°F) with a maximum difference of 10°C per hour. - storage: +0°C to 40°C (32 to 104°F) with a maximum difference of 10°C per hour.
Operating humidity:	Operation or storage: 20% to 80% RH (without condensation) with a maximum difference of 20% per hour.
Original document size:	Width: 216 mm max. Height: 297 mm Thickness: 0.05 to 0.15 mm
Document feeder:	Max capacity : sheet stack height 3 mm (ie a normal capacity of 30 pages (80 g/m^2))
Reception size: (A4 size)	Width: 210 mm max. Length: 297 mm
Reception paper:	Plain paper (copier type (80 g/m^2))
Paper tray capacity:	250 pages max. (80 g/m^2)
Second paper tray (option):	Second paper tray : 500 pages (80 g/m^2)
Transmission procedures:	In accordance with UIT-T recommendations for group 3 copiers.
Possible phone line connections:	To all public switched telephone networks (or equivalent)
Scanned image resolution:	Scanner : 300 dpi
Reading system:	CIS optronics reading
Print type:	Laser printing process
Printer resolution:	600 x 600 dpi
Communication rate:	For group 3 : 33600/14400/12000/9600/7200/4800/2400 bps

The effective transmission time for an A4 page ranges between a few seconds to approximately one minute (depending on line quality, modem bit rate, the amount of information on the original document and the resolution)(*).

(*) Not taking into account the exchange initialisation procedure.

Encoding type:	MH (Modified Huffman)
	MR (Modified Read)
	MMR (Modified Modified Read)
	JBIG (depending on model)
Internet: general specifications:	V90 modem (up to 56 kbps/s)
	TCP/IP/PPP protocols
	SMTP/POP3/MIME protocols for E-mails
	TIFF-F file format (black & white documents)
	JPEG file format (colour documents)

Specifications may change for improvement without prior notice.

7 SAFETY

SAFETY WARNING

Before powering on your unit, make sure the mains outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model). **This unit must not be installed on the floor.**

If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning: incorrect replacement of the battery may cause an explosion. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

Used batteries must be disposed of following the manufacturer's instructions.

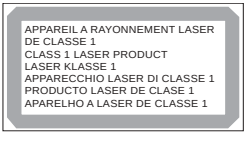
Depending on the model, the unit's mains plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:

- Your unit must be connected to a mains outlet located nearby.
- The mains outlet must remain easily accessible.

Your unit is delivered with a power cord including a plug which, depending on the model, may be:

- without earth (the ⊡ symbol on the warning label).
- with earth (no symbol on the warning label). It is imperative that a power plug with an earth be connected to a wall outlet with an earth.

The European version of this unit includes the CE stamp, following the 73/23/CEE, 89/336/CEE and 93/68/CEE directives.


APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

If the machine is powered when you remove the upper cover, be careful with the two following dangers:

- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.

Data subject to change without notice
User Manual Ind. A
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